



vosaic™ User Guide

Vosaic Getting Started Guide

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1. Introduction / Precautions

This document is a basic user guide for both trial and licensed users.

■ Before Starting Your Analysis

When you receive your account activation email, follow the instructions to set your password and log in.

Google Chrome and Microsoft Edge are the recommended web browsers for accessing Vosaic. Some features may not display correctly in other browsers.

The software is not localized to Japanese. Please do not use your web browser's automatic translation feature, as using the Japanese translation feature of the browser may cause some features to become unstable.

You can, however, enter video titles, button names, and tags in Japanese.

■ User Support Page (Online)

In addition to this guide, you can refer to the support page on vosaic.jp. If you have any questions, feel free to contact our support team.

Support Page: <https://www.vosaic.jp/support-login/>

Login Name: **User**

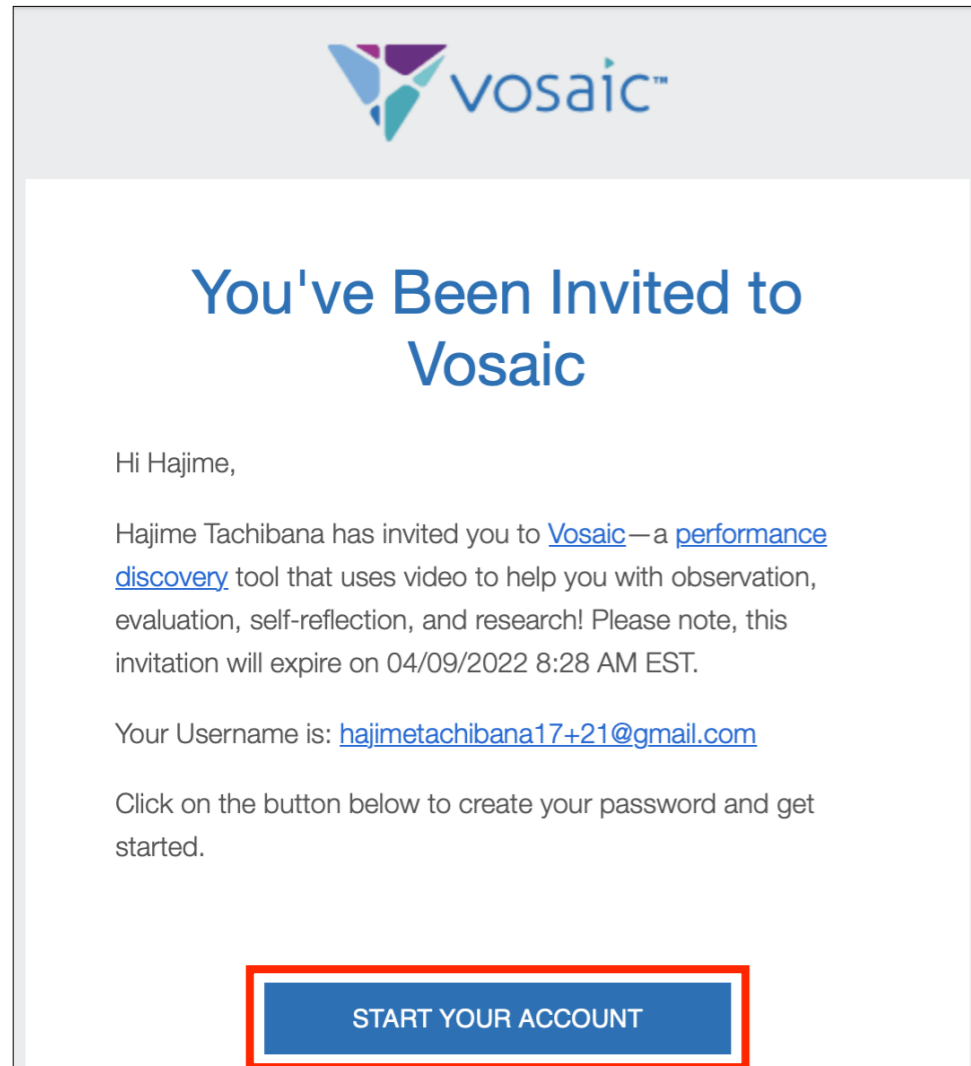
Password: **Vosaic**

1-1. Password setting and login

Administrator	Educator
Leamer	Viewer

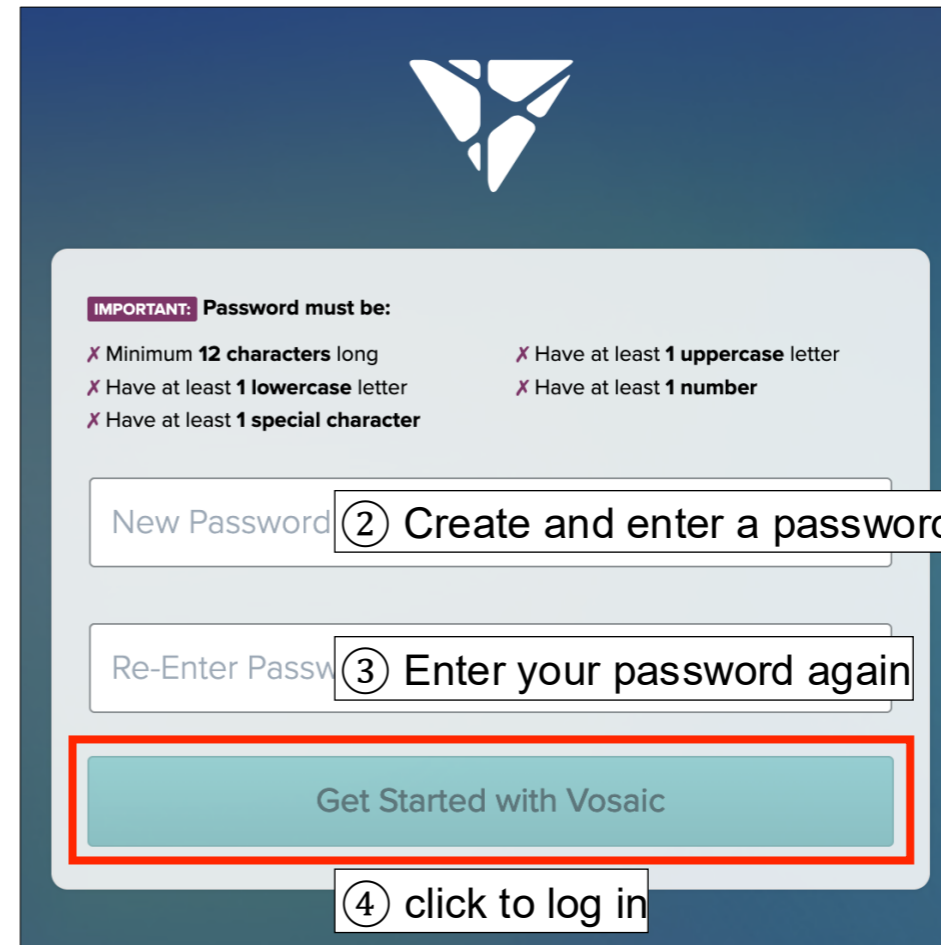
When you receive an email from Vosaic, set your password and log in.

Email



Click "START YOUR ACCOUNT" in the email from Vosaic.

Browser



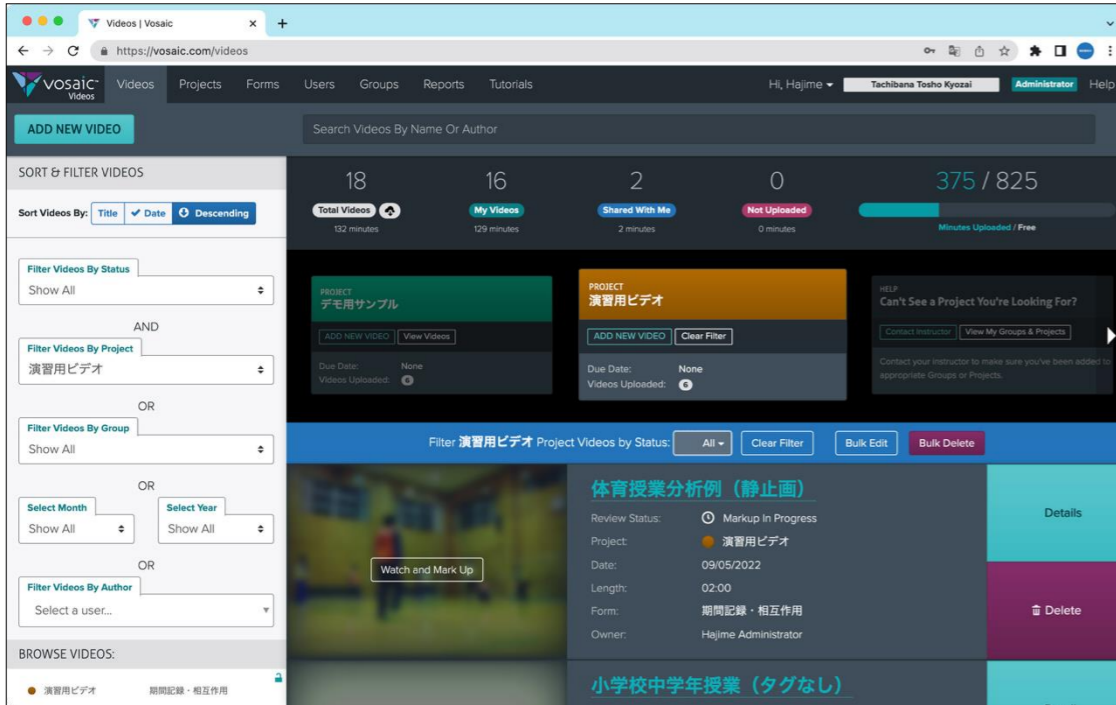
Password must be at least **12 characters** long and must contain uppercase letters, lowercase letters, numbers, and special character (#, \$, +, etc.).

If you do not receive the email, please check your junk mail folder.
If you still do not receive the email, please ask the administrator to send the email again.

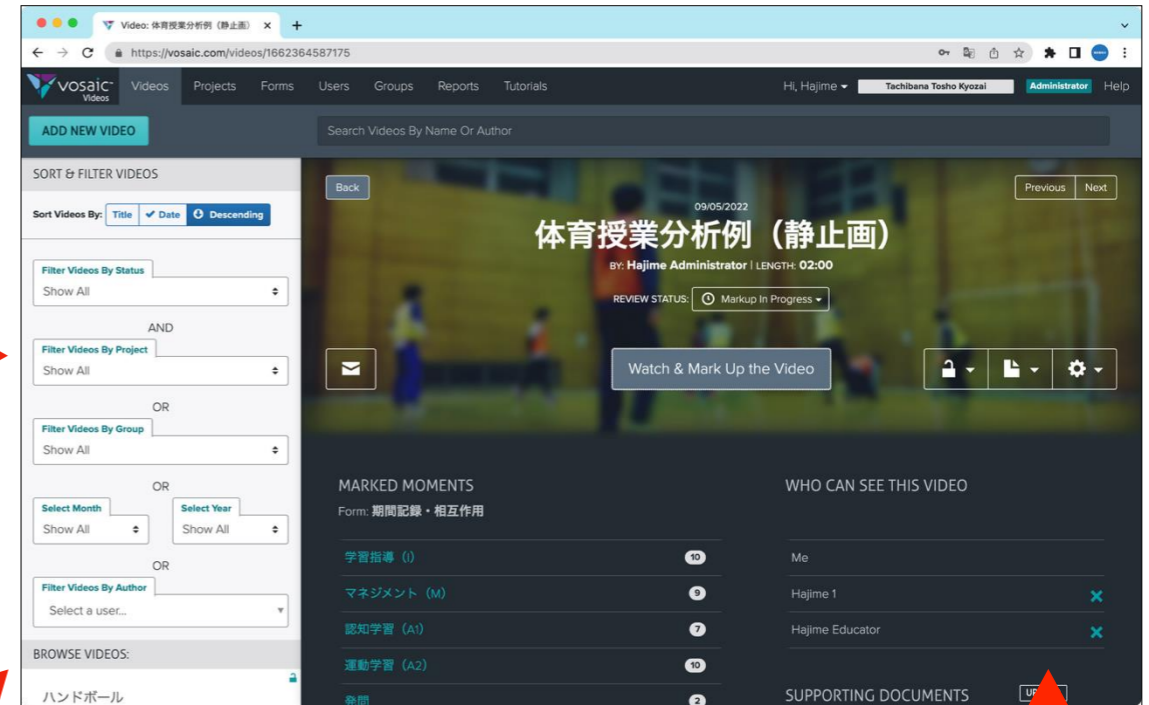
1-2. Screen and Major Components

Vosaic is mainly used to move between the four screens below.

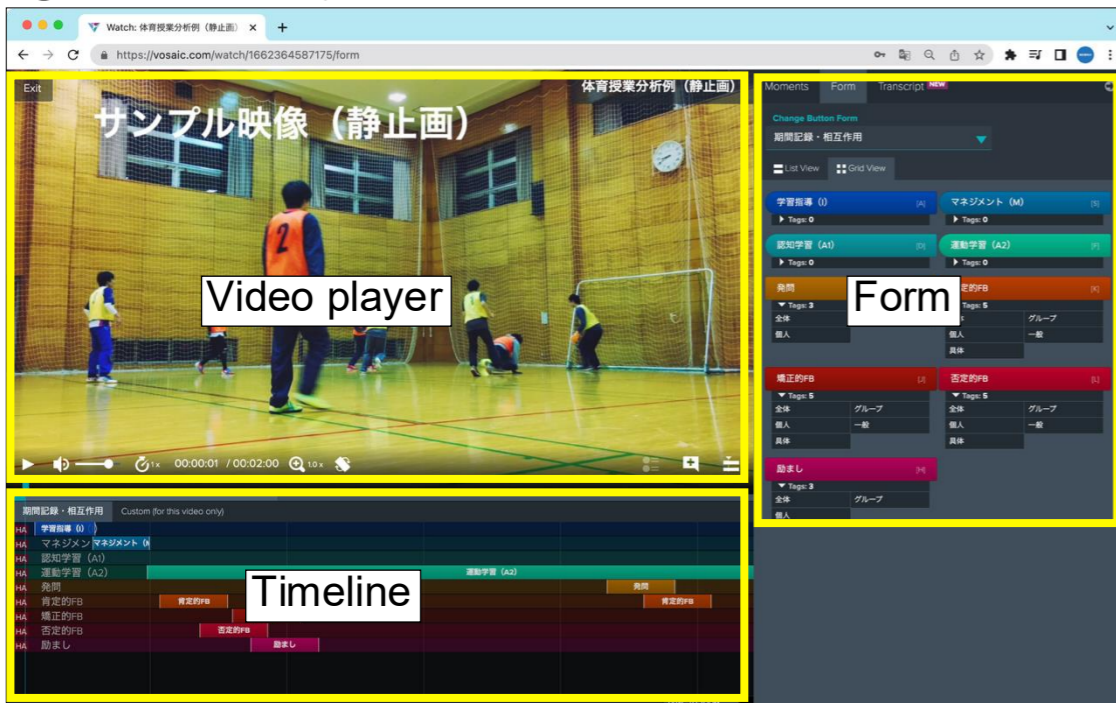
① Login - Video List



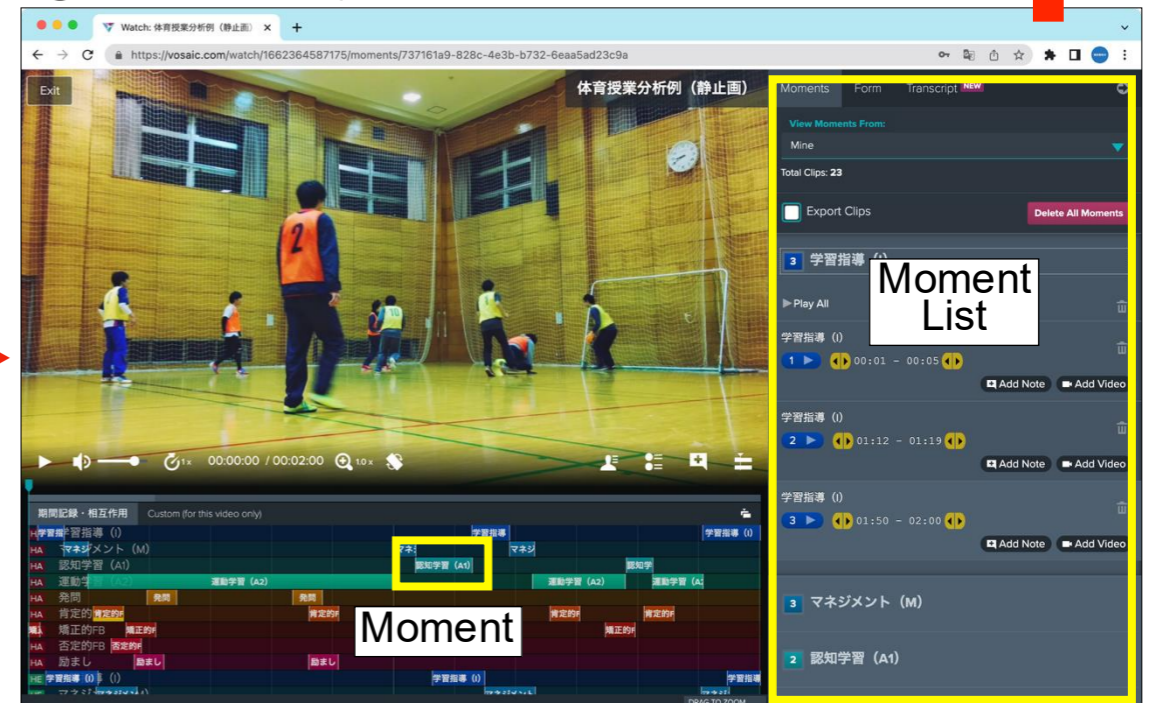
② Video Detail



③ Video Player + Form



④ Video Player + Moment List



2. Users

Administrator	Educator
Learner	Viewer

Users Menu

The screenshot shows the Vosaic Users management page. The navigation menu includes Videos, Projects, Forms, Users, Groups, Reports, and Tutorials. The current user is Administrator Tachibana Tosho Kyozaï.

Annotations:

- ADD USER** and **UPLOAD USERS** buttons are highlighted in yellow.
- Number of registered users for each user role (privilege)** is annotated with a yellow box around the statistics: 65 Users (Total), 61 Viewers (Free), 1 Learners (Paid), 2 Educators (Paid), and 1 Administrators (Paid).
- Number of paid users** is annotated with a yellow box around the text: "Using 4 out of 5 paid seats." with a **Purchase More Seats** button.
- Check if you want to delete multi users at once** is annotated with a yellow box around the **Enable Batch Delete** checkbox.
- Sort and filter users** is annotated with a yellow box around the sorting options: Name, Date, and Descending.
- Filter Users By Group** and **Filter Users By Role** are annotated with yellow boxes around their respective dropdown menus.
- To check users who have not logged in after the selected date** is annotated with a yellow box around the **Last Login Date** filter (2026/03/18).
- To check users who have never logged in** is annotated with a yellow box around the **Only Show Users Who Have Never Logged In** checkbox.
- Download user list** is annotated with a yellow box around the **Download User List** button.

User List:

Name	Email	Groups	Date Added	Last Login	Role
Hajime Tachibana	hajimetachibana17+71@gmail.com		2/02/26 3:28 pm	2/02/26 3:29 pm	Viewer
Hajime 50	hajimetachibana17+50@gmail.com	Educator 54	9/10/24 2:08 pm	2/04/26 1:02 pm	Viewer
Hajime 1	hajimetachibana17+1@gmail.com	Demo Group 1-10			Viewer
Hajime 60					Viewer
Hajime 59	hajimetachibana17+59@gmail.com		11/04/22 11:45 am	11/25/25 10:10 pm	Viewer

2-1. Add a New User

Administrator	Educator
Learner	Viewer

After you log in, the administrator registers and invites other users.

The screenshot shows the Vosaic user management interface. The top navigation bar includes 'Users', 'Groups', 'Reports', and 'Tutorials'. The 'Users' menu is highlighted with a yellow box and labeled '1 Users menu'. Below it, the 'ADD USER' button is highlighted with a yellow box and labeled '2 Add new user'. The main content area shows a list of users with columns for Name, Email, Date Added, and Last Login. A modal window titled 'Add a New User' is open, showing a form with fields for 'First Name *' and 'Last Name *' (labeled 'Name'), 'User Email Address *' (labeled 'Email address'), and a checkbox for 'Invite to Vosaic' (labeled 'Automatically send invitations'). Below the form, there are radio buttons for 'Assign a Role to this User:' with options: Administrator (selected), Educator, Learner, and Viewer. A bracket groups Administrator, Educator, and Learner as 'Paid users (Administrative user)', and Viewer is labeled 'Unlimited free users'. The 'SAVE USER' button is highlighted with a yellow box and labeled '3 Add users'.

Note: If you want to start with only one user, skip this item.

* If there is only one paid user (administrative user), be sure to set it to 'Administrator' role.

2-2. Batch registration of multiple users

Administrator	Educator
Learner	Viewer

You can use a CSV file to register a large number of users at once

① click "UPLOAD USERS"

You can import multiple new users at once by uploading a .CSV (Comma Separated Values) file, or create your own following this structure:

	A	B	C	D
1	FirstName	LastName	Email	Role
2	John	Smith	JSmith@email.com	Educator
3	Jane	Doe	JDoe@email.com	Educator
4	Amy	Rogers	ARogers@email.com	Learner
5				

② Download Sample CSV file

Choose from the following values for the Role column (D):

- Administrator**
Access to manage manage billing, manage all videos, and perform all actions with no restrictions.
- Educator**
Access to watch, upload, edit and markup videos they have been granted access to.
- Learner**
Access to watch, upload, and markup only their videos.
- Viewer**
Access to watch videos.

IMPORTANT: Ensure your file is saved as a .CSV before uploading.

Send Invitation Email (usually checked)

Send Invite Email Asking Users to Create a Password and Join
Uncheck if using SSO or Google Apps to sign in.

(Optional) Add Uploaded Users To Specific Groups

Create Group

Add uploaded users to a specific group at once.

Select Groups To Add Users to

③ Open it with MS Excel and input users you want to register
Enter the first name, last name, email address, and role

	A	B	C	D	E	F
1	FirstName	LastName	Email	Role		
2	John	Smith	JSmith@email.com	Educator		
3	Jane	Doe	JDoe@email.com	Educator		
4	Amy	Rogers	ARogers@email.com	Learner		
5						
6						
7						
8						
9						
10						
11						
12						

Note

- 1) when opening the file with Excel, set the character code to "UTF-8".
- 2) Roles other than Viewer can be set up to the number of paid users.

⑤ Save in CSV format
Upload from the Upload .CSV File

2-3. Features available in different user roles

	Paid user			Free user (unlimited)
Featuresunction (Numbers are the item numbers in this user guide)	Administrator	Educator	Leamer	Viewer
Viewing the marked-up video	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> (only shared videos)
Mark up videos	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> (only shared videos)
Use multiple forms for mark up	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> (only shared videos)
Add a comment to the moment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> (only shared videos)
Add tags to moments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> (only shared videos)
6. Record new video	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5. Upload video file	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5. Mark up during recording	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9. Automatic transcription	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6. Video sharing settings	<input type="radio"/>	<input type="checkbox"/> (only uploaded videos)		
Export data as a spreadsheet (CSV)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> (only shared videos)
Export summary report (PDF)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> (only shared videos)
Create and download highlight video	<input type="radio"/>	<input type="radio"/>		
2. Manage users	<input type="radio"/>	<input type="radio"/>		
3. Manage groups	<input type="radio"/>	<input type="radio"/>		
Manage forms	<input type="radio"/>	<input type="radio"/>		
11. Manage reports	<input type="radio"/>	<input type="radio"/>		
Manage all users in the account	<input type="radio"/>			

3. Group

Administrator	Educator
Leamer	Viewer

Groups Menu

Groups: **ADD GROUP** Add new group

Search Groups By Group Name

SORT GROUPS

Sort Groups By:
Name | **Date** | Descending

Sorting and filtering groups

Filter Group By Owner
Show All

▶ Educator 54	5 Users
Date Added: 2/02/26 3:43 pm by Hajime 54	
▶ Demo Group 31-40	10 Users
Date Added: 11/04/22 11:56 am by Administrator Hajime	
▶ Demo Group 21-30	10 Users
Date Added: 11/04/22 11:56 am by Administrator Hajime	
▶ Hajime Group	1 Users
Date Added: 7/05/22 8:06 pm by Administrator Hajime	
▶ Vosaic Sales	2 Users
Date Added: 5/16/22 1:25 pm by Administrator Hajime	
▶ Demo Group 1-10	10 Users
Date Added: 2/01/22 9:53 am by Administrator Hajime	
▶ Demo Group 11-20	10 Users
Date Added: 11/21/21 8:56 pm by Administrator Hajime	

3-1. Add a new Group

Administrator	Educator
Learner	Viewer

You can create groups that combine multiple users.

The screenshot illustrates the process of adding a new group in the Vosaic application. It is divided into two main parts: the main interface and a modal window.

Main Interface (vosaic.com/groups):

- Navigation:** A top navigation bar includes 'Forms', 'Users', 'Groups', 'Reports', and 'Tutorials'. The 'Groups' menu is highlighted with a yellow box and labeled '① Groups menu'.
- Groups Section:** A 'Groups:' header contains an 'ADD GROUP' button, highlighted with a yellow box and labeled '② Add group'. Below it is a search bar for 'Search Groups By Group Name'.
- Sort Groups:** A 'SORT GROUPS' section allows sorting by 'Name' or 'Date' in 'Descending' order. A 'Filter Group By Owner' dropdown is set to 'Show All'.
- Group List:** A list of existing groups is shown, including 'Educator 54' (5 Users), 'Demo Group 31-40' (10 Users), 'Hajime Group' (1 User), and others.

Add a New Group Modal (vosaic.com/groups/new):

- Header:** 'Groups: CANCEL' and a search bar.
- Title:** 'Add a New Group' with a close button.
- Buttons:** A 'SAVE CHANGES' button is at the top left.
- Text:** A descriptive paragraph explains that groups allow sharing videos with multiple users based on their role (Administrator, Educator, Learner, Viewer).
- Form:** A 'Group Name' input field is highlighted with a yellow box and labeled '③ Name of the group'.
- User Selection:** An 'Add Users to' section features a search bar labeled 'Select the user you want to add to the group'. Below it is a list of users with checkboxes and role indicators (Administrator, Viewer). The checkboxes are highlighted with a yellow box.
- Footer:** 'SAVE CHANGES' and 'Cancel' buttons are at the bottom. A 'Save' button is highlighted with a yellow box and labeled '④ Save'.

4. Form

Administrator	Educator
Learner	Viewer

Forms Menu

Forms: [ADD FORM](#)

SORT & FILTER FORMS
Sorting and filtering forms

Sort Forms By:

Filter Forms By Author

OR

Filter Forms By Category

[MANAGE CATEGORIES](#)
Add / remove categories of form

	64 Total Forms	56 Forms I Created	8 Forms Others Created
塾講師 (ループリックから)	Total number of forms	The number of forms you created	The number of forms other users created
塾講師 (ループリックから)			15 buttons
Date Added: 3/17/26 3:14 pm by Administrator Hajime			
中学校理科・協働作業の評価			9 buttons
Date Added: 3/16/26 11:40 pm by Administrator Hajime			
ティーボール授業			8 buttons
Date Added: 3/12/26 11:05 pm by Administrator Hajime			
講師診断表②言葉がけ			4 buttons
Date Added: 3/03/26 11:07 pm by Administrator Hajime			
講師診断表① (立ち位置) - 左右のみ			3 buttons
Date Added: 2/12/26 8:37 am by Administrator Hajime			
講師診断表① (立ち位置)			4 buttons
Date Added: 2/12/26 8:22 am by Administrator Hajime			
塾講師模擬授業の診断			2 buttons
Date Added: 2/11/26 9:52 pm by Administrator Haiime			

4-1. Create a new form

Administrator	Educator
Learner	Viewer

Create a form that will be the cornerstone of your analysis.

1 Forms menu

2 Add form

3 Form name

4 Add button

5 Save

Create buttons from rubric
Automatically creates a form from rubric that you upload as a PDF file. The file size is up to 10MB.

Prevent others from editing this form
Check to prevent others from editing this Form
When checked, only you and users in Administrator role can make changes to this Form.

Prevent this form from being deleted
Note: Administrator can delete any form

4-2. Create a button

Administrator	Educator
Learner	Viewer

Configure the button settings for recording events.

Select "Toggle button" or "Lead Time / Lag Time" according to the characteristics of the event

The button name

Toggle button (on/off to input moment)

Lead Time (seconds before a button is clicked)

Lag time (seconds after a button is clicked)

Hot key (input from keyboard)

Button color

Delete button

Copy button with the same settings

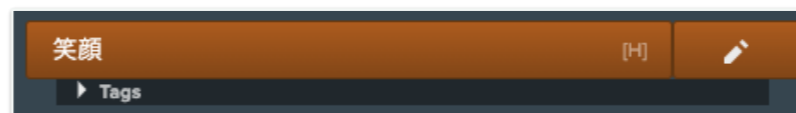
Save button

The types of button



Toggle button (Rounded)

- Start and end point are needed to click to input a moment
- You can input a moment which has a variable length



Lead time / Lag time (Square)

- You can input a moment with a fixed length by single click

4-3. Add / Edit tags

Administrator	Educator
Learner	Viewer

Configure the tag settings to add information to the event.

① Add/Edit Tags Button

Button Name: 話す速度

Use as a Toggle Button

Lead Time (min. 0 sec): 3

Lag Time (min. 0 sec): 3

Hotkey: J

Select Button Color: [Color palette]

Delete This Button

Edit Button

Button Details | Add/Edit Tags

Enter Tag ② Tag name

③ Press "Add"

Score ?	Tag	Action
1	聞き取りやすく適切	Delete
2	やや速い/やや遅いが可	Delete
3	明らかに速すぎる/遅すぎる	Save

④ Press "Save"

Save changes

Drag to reorder

Edit the name of the saved tag

Score
Used to quantify improvements in the 'Reports' function (if not used, don't worry about it). To set each tag to the desired number, drag it to rearrange it.

4-4. Form settings

Administrator	Educator
Learner	Viewer

Configure editing form and permission settings.

The screenshot shows the 'Form settings' interface. On the left is a list of forms, each with a title, a button count, and a lock icon. On the right are configuration options for editing, deletion, organization, and privacy.

Form Title	Buttons
塾講師 (ループリックから)	15 buttons
中学校理科・協働作業の評価	9 buttons
ティーボール授業	8 buttons
講師診断表②言葉がけ	4 buttons
講師診断表① (立ち位置) - 左右のみ	3 buttons
講師診断表① (立ち位置)	4 buttons
塾講師模擬授業の診断	2 buttons
ラグビーセットプレー	4 buttons

Permissions:

- Check to prevent others from editing this Form
When checked, only you and users in Administrator role can make changes to this Form.
Do not allow others (except administrator) to edit this form
- Check to prevent this Form from being accidentally deleted
Do not allow others (except administrator) to delete this form

Organize Your Forms [Organize forms into categories](#)

Create and use categories to help you organize Forms. Once organized, you'll be able to more easily find Forms you want to use to mark up videos.

Select a Category for this Form (Optional) [Select a category](#) [ADD/EDIT CATEGORIES](#)
[Add/Edit Categories](#)

Privacy Setting

- Private [Available only to Author and Administrator](#)
Only you and users in administrator roles can use this form to mark-up videos.
- Public (Recommended) [Available to all members \(recommended\)](#)
Everyone in your organization can use this form to mark-up videos.
- Groups [Available only to selected group member](#)
Only those in the selected groups can use this form to mark-up videos.

[SAVE FORM](#) [CANCEL](#) [DELETE FORM](#)

5. Video

Administrator	Educator
Leamer	Viewer

Videos Menu

The screenshot shows the Vosaic Videos menu. The top navigation bar includes 'Videos', 'Projects', 'Forms', 'Users', 'Groups', 'Reports', and 'Tutorials'. The user is logged in as 'Administrator' (Tachibana Tosho Kyozaai). The main content area displays video statistics and a list of projects.

Annotations:

- Sorting and filtering videos:** A yellow box highlights the 'SORT & FILTER VIDEOS' section on the left, including 'Sort Videos By: Name, Date, Descending', 'Filter Videos By Status', 'Filter Videos By Project', 'Filter Videos By Group', 'Month', 'Year', and 'Filter By Author/Uploader or Owner'.
- Total number of videos:** Points to the 'Total Videos' card showing 77 videos (3205 minutes).
- Videos uploaded by you:** Points to the 'My Videos' card showing 77 videos (3205 minutes).
- Videos shared by others:** Points to the 'Shared With Me' card showing 0 videos (< 1 minutes).
- Video being uploaded:** Points to the 'Not Uploaded' card showing 0 videos (0 minutes).
- Storage hours In use / free:** Points to the '3448 / 26552' storage indicator.
- List of projects:** A yellow box highlights the project cards for '20260204' and '探究学習 (化学)'.
- Go to the video details:** Points to the arrow icon next to the video title.
- Download video:** Points to the download icon in the video action menu.
- Delete video:** Points to the trash icon in the video action menu.
- Go to the video screen:** Points to the 'Watch and Mark Up' button.
- Show archived videos:** Points to the 'Show archived videos' checkbox.

5-1. Upload video

Administrator	Educator
Leamer	Viewer

Configure settings for uploading videos.

1 Video menu

2 "Add video"

3 Add a New Video

Start by selecting a project and entering a video name.

1 Select a Project (optional)

2 Enter Video Name (Video name)

3 ここから自分の作ったフォームを選ぶ (Form to analyze this video (optional))

Set Due Date (Optional) (Due date for analysis (optional))

Who's Being Recorded? (Optional) (Person recorded in video (optional))

4 Save and Continue to Upload

5-2. Select video source

Administrator	Educator
Leamer	Viewer

Select a source of the video.

The screenshot shows the Vosaic web application interface for video management. The main content area is titled "Upload Video or Audio" and "Record Video".

- Upload Video or Audio:** This section features a cloud icon with an upload arrow. A yellow box highlights the text: "Drag & drop file you wish to upload" and "Acceptable file types: .mov, .mp4, .avi, .mpeg, .m4v, .mod, .mts, .webm, .wmv, .ogv, .qt, .aac, .mp3, .m4a". Below this is a teal button labeled "Choose Video to Upload".
- Record Video:** This section features a microphone icon. It includes the text "Live recording and uploading" and "Use built-in or external webcam to record and mark up a video." Below this is a purple button labeled "Record & Upload Video".
- Upload from Online Storage:** This section lists "Google Drive", "OneDrive", and "Zoom". A text box explains: "You can upload video files stored in Google Drive, OneDrive, or Zoom online storage (after selecting the storage, you need to log in to each storage)." Below the list is a teal button labeled "Choose Video to Upload".

Annotations in white boxes provide additional instructions:

- "Upload video/audio file" points to the "Upload Video or Audio" section.
- "Available file formats" points to the highlighted file type list.
- "Select a video file (Or drag and drop into this area)" points to the "Choose Video to Upload" button.
- "Click to next screen" points to the "Record & Upload Video" button.
- "Upload from online storage" points to the "Upload from Online Storage" section.

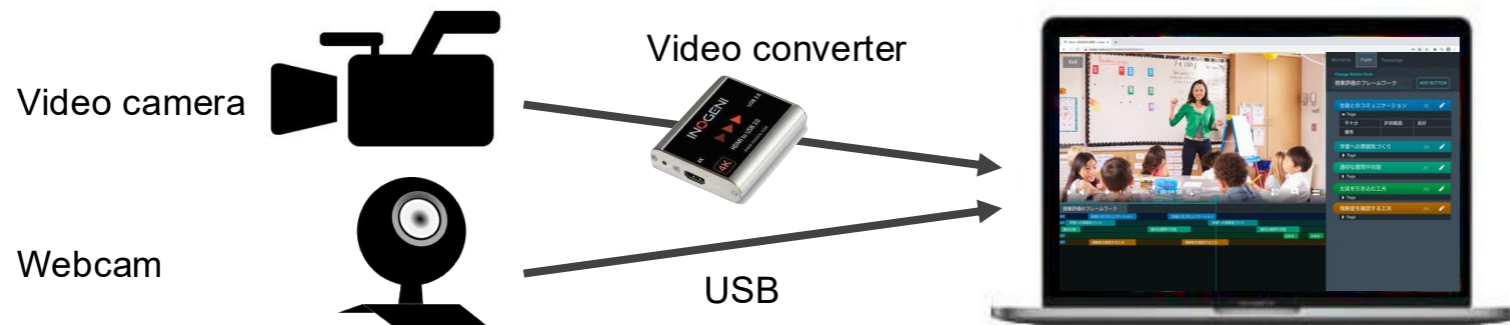
The left sidebar contains filter options: "Sort Videos By" (Name, Date, Descending), "Filter Videos By Status" (Show All), "Filter Videos By Project" (Show All), "Filter Videos By Group" (Show All), "Month" (Show All), "Year" (Show All), "Filter By Author/Uploader or Owner" (All), and "Show Archived Videos".

5-3. How to mark up in live

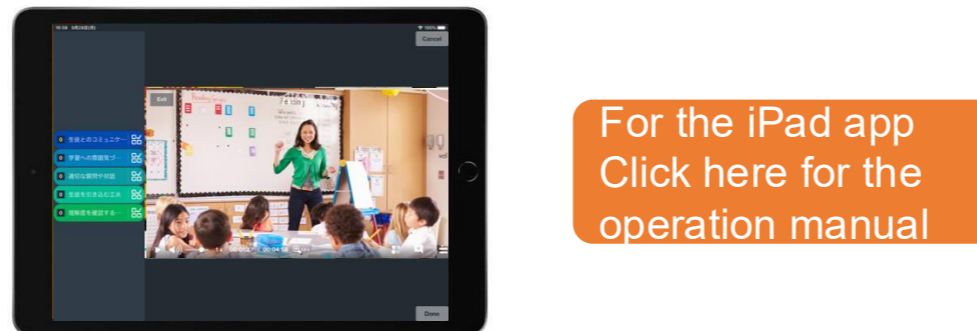
Administrator	Educator
Learner	Viewer

There are three ways for live (real-time) mark up"

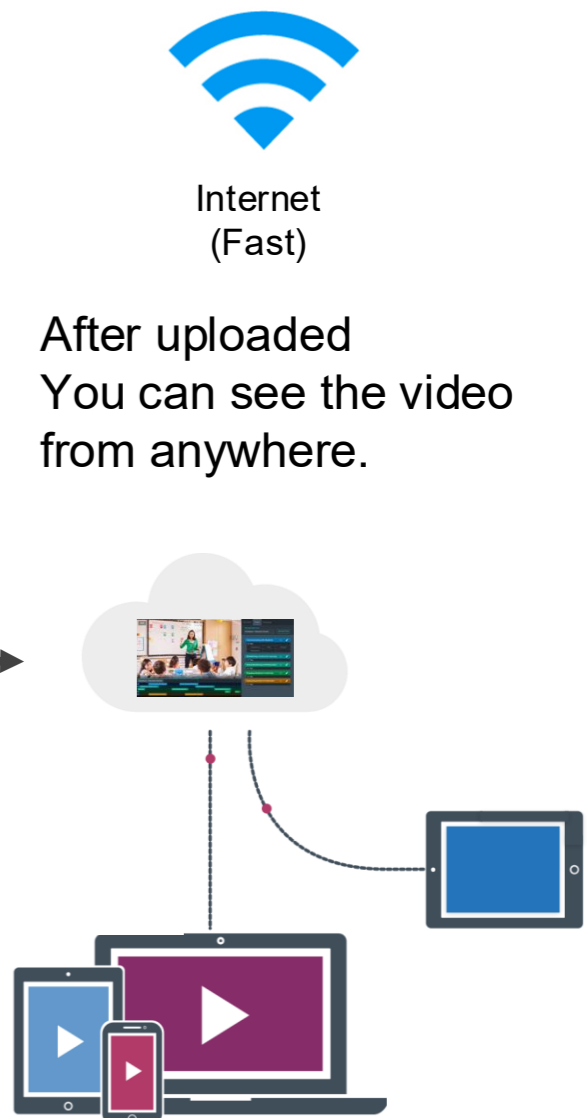
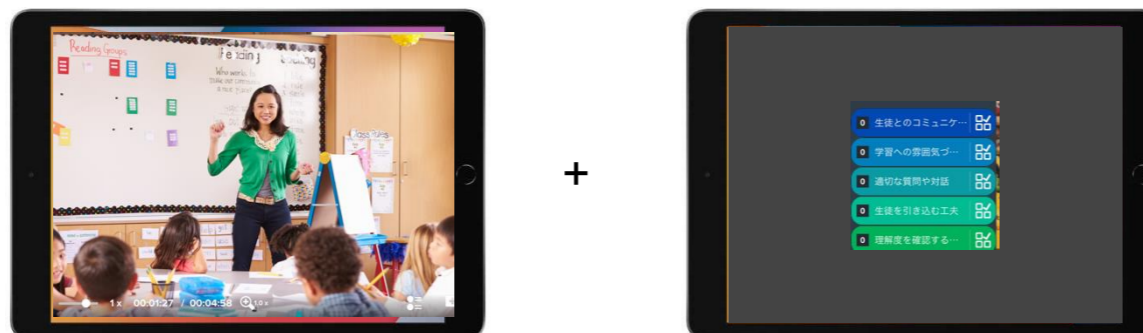
- ① PC + Camera - easy to operate because it can be input on PC.



- ② One iPad - easy to set up because everything can be done on single iPad.



- ③ Two iPads - one for shooting one for markup. Operator can move anywhere.



5-4. Recording and mark up with PC + camera

Administrator	Educator
Leamer	Viewer

You can record live and mark up at the same time.

The screenshot shows the Vosaic recording interface. A red circle highlights the 'RECORD' button in the bottom left corner. A red square highlights the 'STOP' button in the bottom left corner. A yellow arrow points from the 'RECORD' button to the 'Select video input' dropdown menu. Another yellow arrow points from the 'MacBook Pro' dropdown menu to the 'Select audio input' dropdown menu. A third yellow arrow points from the 'RECORD' button to the 'Stop and Upload After' dropdown menu. A fourth yellow arrow points from the 'STOP' button to the 'Stop and Upload After' dropdown menu.

① Select video input

- FaceTime HD カメラ (内蔵) (05ac:8514)
- ✓ BUFFALO BSWHD06M USB Camera (0411:0260) *
- Use Multiple Cameras [BETA] ->

Note: The list of the camera will differ depending on the connected camera.

② Select audio input

- ✓ MacBook Pro のマイク (Built-in)
- NDI Audio (Virtual)
- BlackHole 2ch (Virtual)
- BlackHole 16ch (Virtual)
- Microsoft Teams Audio Device (Virtual)
- WebexMediaAudioDevice (Virtual)
- 既定 - 外部マイク (Built-in)
- BUFFALO BSWHD06M USB Camera (audio) (0411:0260)
- 外部マイク (Built-in)

③ Click the Record button (red circle) and select the duration of the recording (Usually "No Limit").

④ When finished, click the red square.

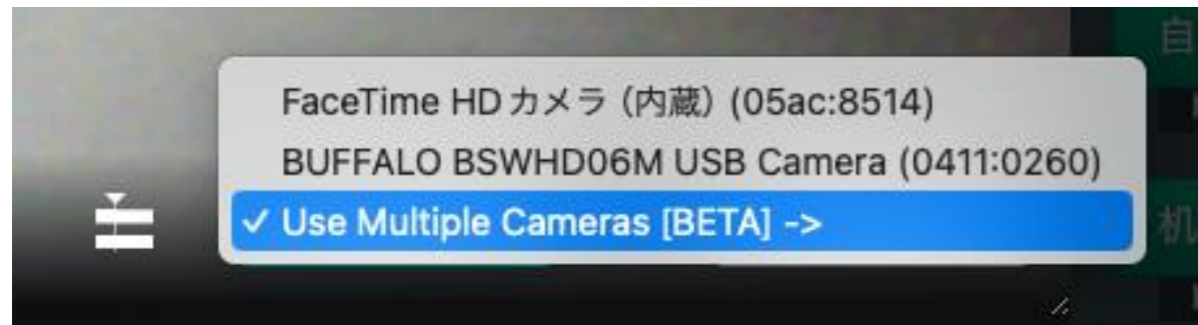
Stop and Upload After:

- 60 Minutes
- 45 Minutes
- 30 Minutes
- 20 Minutes
- 15 Minutes
- 10 Minutes
- 5 Minutes
- No Limit

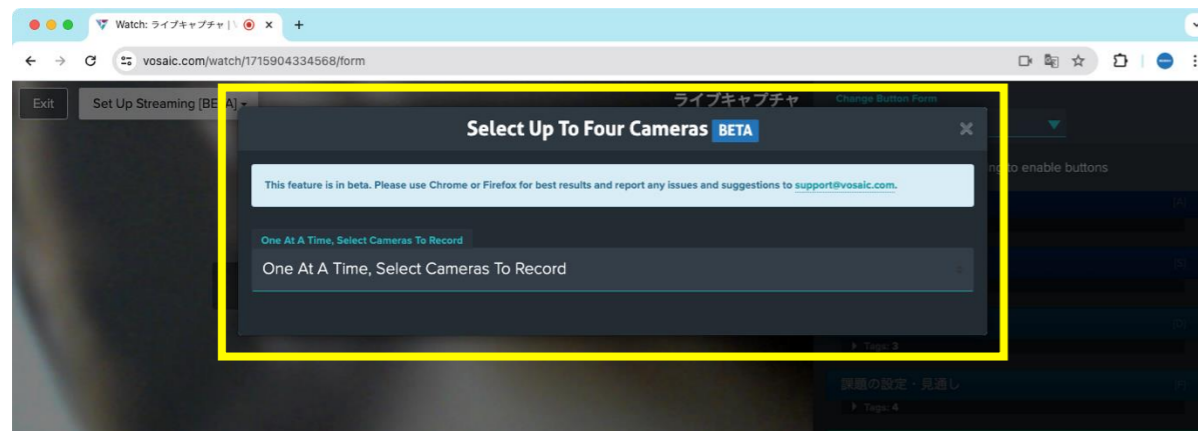
5-5. Markup with multi-camera

Administrator	Educator
Leamer	Viewer

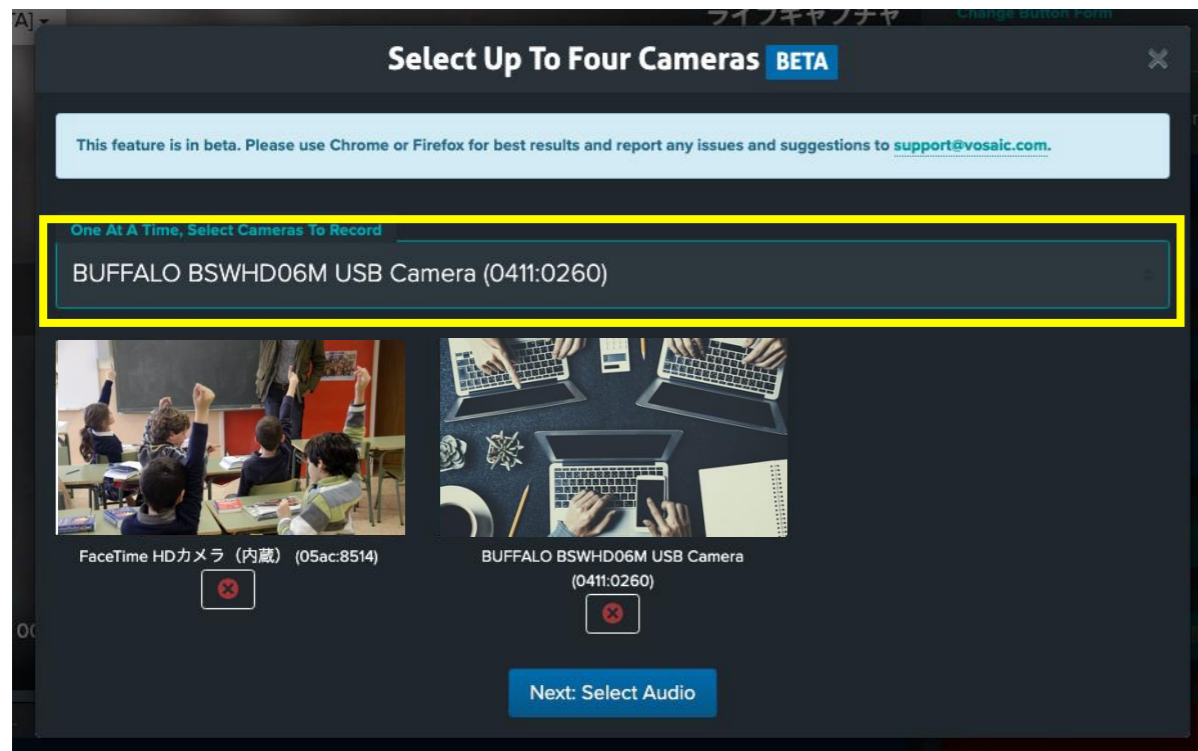
① Select "use multiple Camera" in the video input selection



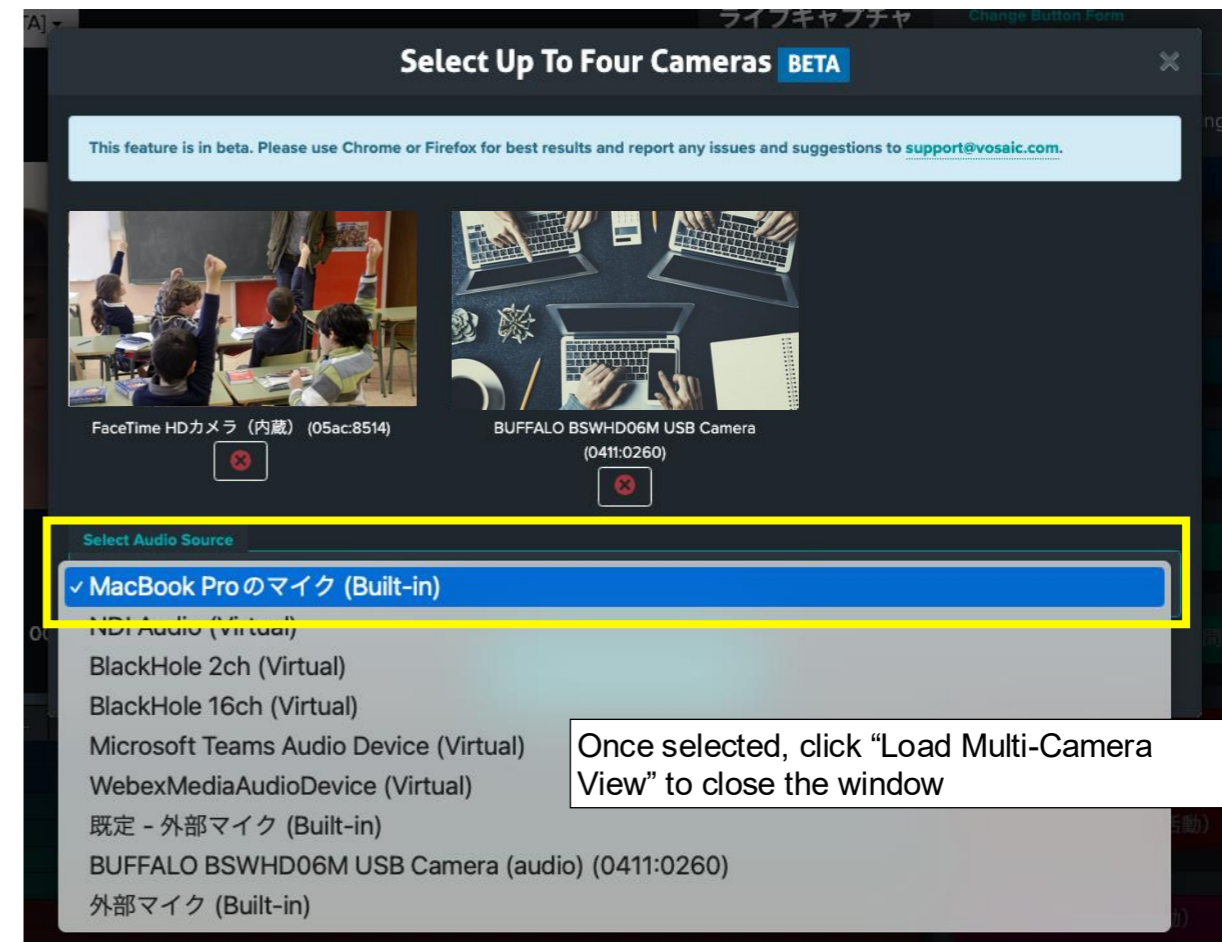
② Multi-camera settings window opens



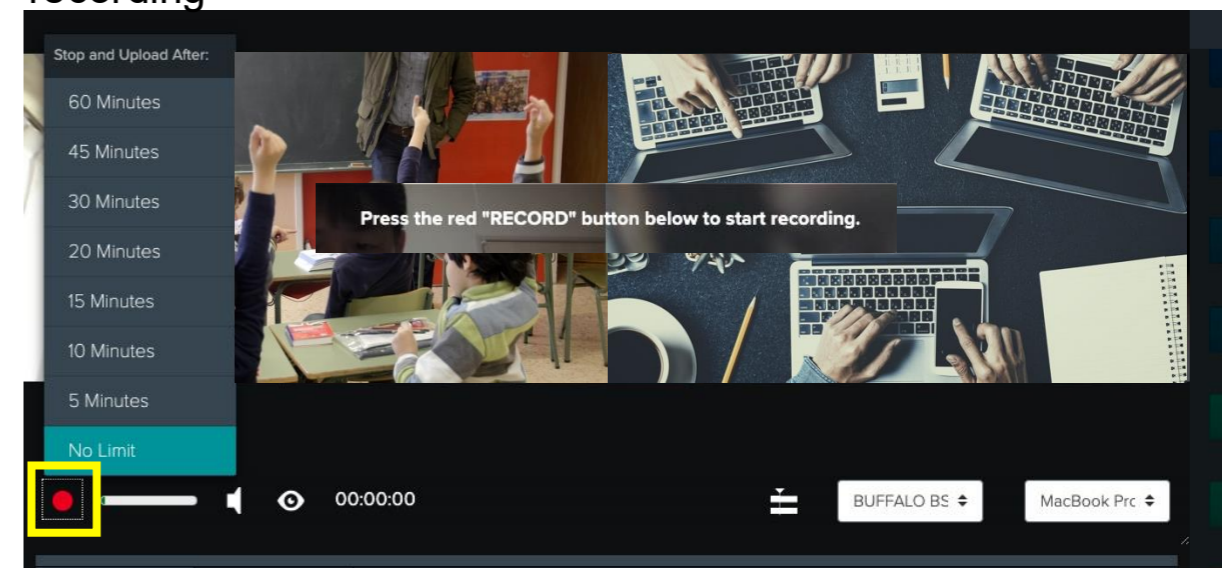
③ Select input sources (up to 4)



④ Select audio source (only one)



⑤ Check the screen and press the record button to start recording



6. Working with video

Administrator	Educator
Leamer	Viewer

Menu for sharing and downloading data and videos.

The screenshot shows the Vosaic web interface. On the left, there is a sidebar for 'SORT & FILTER VIDEOS' with options to sort by Name, Date (selected), or Descending. There are also filters for Status, Project, Group, Month, Year, and Author/Uploader/Owner. A 'Show Archived Videos' checkbox is at the bottom of the sidebar.

The main content area displays a video player for a video titled 'グループワーク' (Group Work) under the project '探究学習 (化学)'. The video was uploaded on 03/20/2026 by Administrator Hajime and has a duration of 03:17. The review status is 'Markup In Progress'. A 'Watch & Mark Up the Video' button is visible.

On the right side of the video player, there are three menu icons: a share icon, a download icon, and a settings icon. These icons are highlighted with a yellow box. Labels 'Share menu', 'Download menu', and 'Settings menu' are placed above their respective icons.

Below the video player, there are sections for 'COMMENTS' (with an 'Add Comment' button) and 'MARKED MOMENTS' (with a 'DOWNLOAD ANNOTATIONS' button). The 'WHO CAN SEE THIS VIDEO' section shows 3 views and lists users: Administrator Hajime (Owner), Hajime 15 (Viewer), and Demo Group 1-10 (Group).

6-1. Video sharing

Administrator	Educator
Learner	Viewer

Share your video with the user or group.

The screenshot shows a video player interface. At the top, there's a navigation bar with 'Hi, Administrator', 'Tachibana Toshio Kyozaei', and 'Administrator'. Below that is a search bar 'Search Videos By Name Or Form'. The video title is 'グループワーク' (Group Work) with a duration of 03:17. It was uploaded by Administrator Hajime and is owned by Administrator Hajime. The review status is 'Markup In Progress'. A 'Share menu' button is highlighted in yellow. Below the video player, there's a section titled 'The user/group that can watch this video' with a yellow border. It lists three users/groups: Administrator Hajime (Owner, 3 Views), Hajime 15 (Viewer, 0 Views), and Demo Group 1-10 (Group, 0 Views).

Who can see this video?
Share with Groups...
Share with Users...
Share to Classroom
← Click the icon

- Share with Groups:**
Share to a specified group
- Share with Users:**
Share to specified users
- Share to Classroom:**
Share with Google classroom

6-2. Setting up video sharing

Administrator	Educator
Leamer	Viewer

Select the user or group you want to share with.

Share with a group

Share With Groups
✕

Select the groups you'd like to share the **グループワーク** video with.

Search
Search window

- Demo Group 1-10 10 Users
Created By: Administrator Hajime
- Demo Group 11-20 10 Users
Created By: Administrator Hajime
- Demo Group 21-30 10 Users
Created By: Administrator Hajime
- Demo Group 31-40 10 Users
Created By: Administrator Hajime
- Educator 54 5 Users

Timeline & Comments Visibility Settings

IMPORTANT: Timeline settings for this video are controlled by the Project settings. You can modify them here, but they may be overridden by changes made to the Project.

- Make My Timeline Visible to Others**
Others can view your markup and comments.
- Make Others' Timelines Visible to Me**
Only you can view others' markup and comments.
- Make Others' Timelines Visible to Everyone**
All users can view all markup and comments.

Cancel
Save

Share with users

Share With Users
✕

Select the users you'd like to share the **グループワーク** video with.

PRO TIP: search for "selected" to only show selected users.

Search
Search window

- Administrator Hajime Administrator
info@tachibanahajime.com
- Emir Plicanic Viewer
ep+hajime@vosaic.com
- Hajime 1 Viewer
hajimetachibana17+1@gmail.com
- Hajime 10 Viewer
hajimetachibana17+10@gmail.com

Timeline & Comments Visibility Settings

IMPORTANT: Timeline settings for this video are controlled by the Project settings. You can modify them here, but they may be overridden by changes made to the Project.

- Make My Timeline Visible to Others**
Others can view your markup and comments.
- Make Others' Timelines Visible to Me**
Only you can view others' markup and comments.
- Make Others' Timelines Visible to Everyone**
All users can view all markup and comments.

Cancel
Save

Select the visibility settings of the timeline

Note: The visibility settings of the timeline set below may be overridden by the project settings.

Show your timeline to others
Others can see your markup and comments

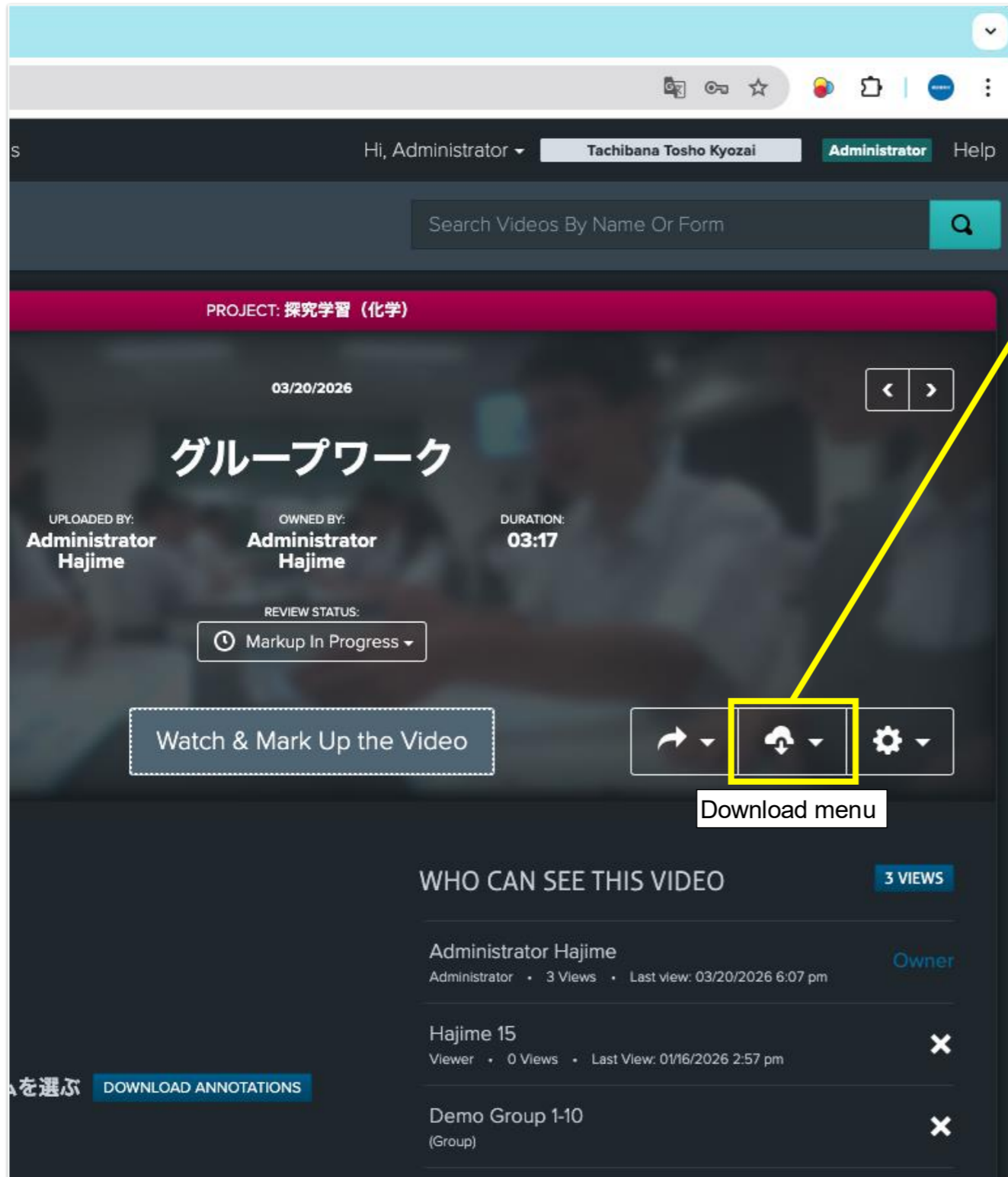
Make others' timelines visible to me
Only you can see the markup and comments of others

Make others' timelines visible to everyone
Everyone can see all markup and comments

6-3. Download data

Administrator	Educator
Leamer	Viewer

Download the video or data in the format that suits your purpose.



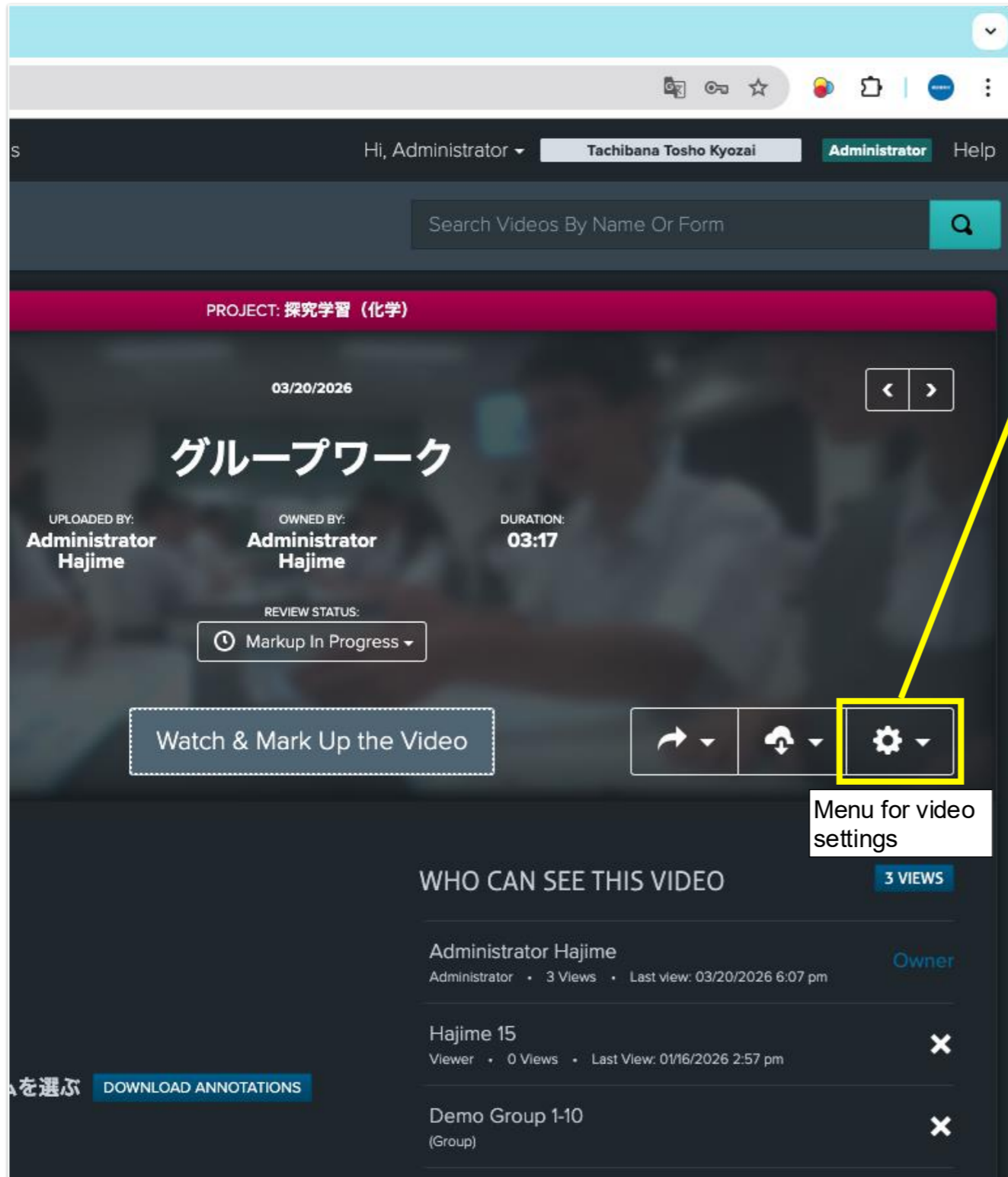
- Download Video (MP4) - Download videos as MP4 files*
- Overview Report (PDF) - Download the analysis summary as a PDF file
- Detailed Report (CSV) - Download event list as a CSV file (for analysis in Excel)
- Legacy Detailed Report (CSV) - Don't use. This report will be removed soon. *This menu is not used
- Video Transcript (TXT) - Download transcript as a TXT files
- Time Stamped Transcript (TXT) - Download transcript as a time stamped TXT file
- Video Captions (VTT) - Download transcript as a VTT file
- Video Captions (SRT) - Download transcript as a SRT files
- Studiocode Timeline (XML) - Download event list as an XML file (for re-uploading to Vosaic)

* Not available in viewer.

6-4. Menu of video settings

Administrator	Educator
Leamer	Viewer

Settings for the video and delete video menu



- Edit video details (see next page)
- Import an XML event list (to relink with video)
* Only XML files output from Vosaic or StudioCode is effective.
- Deleted all videos and markup
* Please be careful when use.

6-5. Video settings

Administrator	Educator
Learner	Viewer

Share your video with the user or group.

Save
Edit Video
✕

Video Name
グループワーク

Video Date
2026/03/20

Select Project For The Video
探究学習 (化学)

You can not add this video to **past due projects**. If you need to, please contact the project owner, or a user in an Administrator role and ask them to change the project due date.

Select Primary Form for This Video
ここから自分の作ったフォームを選ぶ

Change Ownership Of This Video To:
Administrator Hajime

Once you change the ownership of this video to someone else, you will still have access to it. However, the new owner will be able to revoke that access.

Prevent Video From Being Deleted
Only users in Educator or Administrator roles who have access to this video have permissions to check/uncheck this option.

Set Due Date
After this date users in Learner or Viewer roles can no longer make changes to the timeline.

Archive Video
Archive this video to hide it from the list of videos.

Set Video Subject
Who's Being Recorded/Subject - Use this field to identify the primary person being recorded in the video.

Timeline & Comments Visibility Settings

IMPORTANT: Timeline settings for this video are controlled by the Project settings. You can modify them here, but they may be overridden by changes made to the Project.

Make My Timeline Visible to Others
Others can view your markup and comments.

Make Others' Timelines Visible to Me
Only you can view others' markup and comments.

Make Others' Timelines Visible to Everyone
All users can view all markup and comments.

Cancel
Save

Choose a project for your video: Select as needed. It cannot be added to an expired project. If you need to add it to an expired project, please contact the project owner or a user with administrative privileges to request that the project's deadline be changed.

Select a preferred form for video: This setting overrides the form specified in the project.

Change ownership of the video: After you change ownership of this video to someone else, you can still access the video. However, the new owner can revoke that access.

Prevent video from being deleted: Only users with the Educator or Administrator role who have access to this video can turn this option on or off.

Set due Date: If you set this date, Learner or Viewer users will not be able to make any changes to the timeline.

Set the subject of the video: Identify the key person who is being recorded in the video.

Archive Video: You can hide this video from the list of videos. You can also make it visible again.

Select the visibility settings of the timeline

Note: This visibility settings of the timeline may be overridden by the project settings.

Show your timeline to others: Others can see your markup and comments

Make others' timelines visible: Only you can see the markup and comments of others

Make others' timelines visible to everyone: Everyone can see all markup and comments

7. Mark up

Administrator	Educator
Leamer	Viewer

Screen for mark up

The screenshot shows the Vosaic interface for marking up a video. The interface is divided into three main sections:

- Video Player:** Displays a video of a teacher interacting with students at a table. A "Video" label points to the video content.
- Timeline:** A horizontal timeline at the bottom of the video player showing key moments. A "Moment" label points to a specific moment labeled "生徒とのコミュニケーション".
- Form Editor:** A panel on the right side of the interface for editing the form. It includes a "Form" tab, a "Change Form" dropdown menu, and a "List View" / "Grid View" toggle. The form editor displays a list of moments with their respective tags and evaluation items. A "Tag" label points to the "Tag" column in the first moment's row.

The form editor displays the following moments and their tags:

Moment	Tags
生徒とのコミュニケーション	不十分, 優秀
学習への雰囲気づくり	不十分, 優秀
適切な質問や対話	不十分, 優秀
生徒を引き込む工夫	不十分, 優秀
理解度を確認する工夫	不十分, 優秀

7-1. Mark up for video

Administrator	Educator
Leamer	Viewer

Go to the video screen where you want to make markup.

The screenshot illustrates the Vosaic interface for video markup. It is divided into two main parts: a video list and a video detail view.

Video List (Top):

- Navigation:** The 'Videos' menu is highlighted with a yellow box and labeled '① Video menu'.
- Sort & Filter Videos:** A sidebar on the left contains various filters such as 'Sort Videos By' (Name, Date, Descending), 'Filter Videos By Status', 'Filter Videos By Project', 'Filter Videos By Group', 'Filter Videos By Group', 'Month', 'Year', and 'Filter By Author/Uploader or Owner'.
- Video List:** A table of videos is shown. The video 'Reading_Class (日本語タグ)' is highlighted with a yellow box and labeled '② Select a video'. A 'Watch and Mark Up' button is also highlighted with a yellow box and labeled 'Directly go to the video screen'.

Video Detail View (Bottom):

- Video Information:** The video title 'Reading_Class (日本語タグ)' is shown. The upload date is '09/15/2020'. The uploader is 'Administrator Hajime' (labeled 'User who uploaded the video') and the owner is 'Administrator Hajime' (labeled 'Owner of the video'). The duration is '09:24' (labeled 'Video Playback time').
- Review Status:** A dropdown menu is set to 'Not Set', with a label 'Set the progress of analysis (optional)'.
- Actions:** A 'Watch & Mark Up the Video' button is highlighted with a yellow box and labeled '③ Open a video'.
- Comments and Marked Moments:** Sections for 'COMMENTS' (with an 'Add Comment' button) and 'MARKED MOMENTS' (with a 'DOWNLOAD ANNOTATIONS' button) are visible.
- Who Can See This Video:** A list of users who have viewed the video, including 'Administrator Hajime' (Owner) and 'Nobuyasu Tanaka' (Viewer).

7-2. Video Mark up only by button

Administrator	Educator
Leamer	Viewer

Use the buttons to mark up and input moments.

Keyboard shortcuts for playback
Space: Play/pause
Left arrow: Backward 10 seconds
Right arrow: Move forward 10 seconds
Shift+left arrow: Backward by one frame (hold down: Slow backward)
Shift+right arrow: Forward by one frame (hold down: Play slow)

① Select a form

② Play video

③ Click the appropriate button while watching the video

④ When you click on the button, A moment is recorded on the timeline.

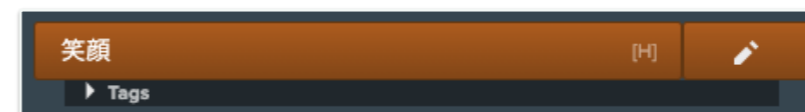
Moment

The types of button



Toggle button (Rounded)

- Start and end point are needed to click to input a moment
- You can input a moment which has a variable length



Lead time / Lag time (Square)

- You can input a moment with a fixed length by single click

7-3. Using “tags” for mark up

Administrator	Educator
Leamer	Viewer

You can enter the tag at the same time as the button, or you can add it later.

Click the ① ► symbol to open the list of tags

Click either the button or the tag to start a moment

Moment

Points to keep in mind

Toggle button (Rounded)

- All tags selected before you click the end point of the moment are entered.

Lead time / Lag time (Square)

- Only tags selected before the lag time ends will be entered.

7-4. Enter moments/tags directly in the timeline

Administrator	Educator
Leamer	Viewer

You can enter the moments/tags and notes without using the button.

The screenshot shows the Vosaic interface for a 'Reading_Class (日本語タグ)'. The main video player is paused at 04:45 - 04:51. A dialog box titled 'Select a Look-For & Add a Note:' is open, allowing the user to select a look-for item (e.g., '生徒とのコミュニケーション', '学習への雰囲気づくり', '適切な質問や対話', '生徒を引き込む工夫', '理解度を確認する工夫') and add a note. The dialog also includes a 'Save Note' button and a 'Mark End Of The Moment' button. The timeline below the video shows a grid of moments with various tags. A yellow box highlights the speech bubble icon in the video player controls, and another yellow box highlights the 'Save Note' and 'Mark End Of The Moment' buttons. Annotations with numbered steps provide instructions:

- ① Pause at the time you want to enter a moment.
- ② Click the speech bubble icon
- ③ Select a button item and tags (optional), and type a note (optional)
- ④ Click "Save Note", then "Mark End of the moment" for the toggle button. For Lead Time/LAG Time buttons, just click "Save Note".

8. Manipulating moments (playback and edit)

Administrator	Educator
Leamer	Viewer

The screen to manipulate the moments

The screenshot displays the Vosaic interface for video analysis. The main video shows a teacher interacting with students at a table. The interface includes a 'Moments' tab, a 'List of moments' panel with Japanese text, and a timeline at the bottom with a table of moment categories.

Moments | "Moments" tab | Mate

View Moments From: Everyone

Total Clips: 4

List of moments | Delete All Moments

- 1 生徒とのコミュニケーション
- 2 適切な質問や対話
- 1 理解度を確認する工夫

ダニエルソン式評... Custom (for this vid... Timeline Warning Move Moments Copy Moments

AH	生徒とのコミュニケーション									
AH	学習への雰囲気づくり									
AH	適切な質問や対話	適切な質問や		適切						
AH	生徒を引き込む工夫									
AH	理解度を確認する工夫								理解	

DRAG TO ZOOM

8-1. Playback of moments

Administrator	Educator
Leamer	Viewer

You can do directly from the timeline or from the moments tab.

① Select the moment to play

② click the Play icon

③ Start playback of the selected moment

④ Start playback from any point of the time

You can add a note by text or video.

7 笑顔

▶ Play All

笑顔
▶ 00:32 - 00:36

If you entered multiple moments, click "Play All" to play them one after the other.

8-2. Edit or delete moments

Administrator	Educator
Inspector	_Dominant_

You can change the length or raw of the moments and delete moments.

Delete all moments
Delete all moments in the video (Please be careful when performing this operation).

Delete all moments of one button
Delete all moments in a single row.

Delete a Moment
Click the trash can icon of the moment you want to delete.

Adjust the length
Hover your pointer over the moment and click and drag the ◀▶ that appears on the left and right.

Adjust the position
Click the center of the moment and drag it left or right.

Move/copy Moments to Another Row
Click the Move (A) or Copy (B) icon, then click and drag the moment to another row.

Zoom the timeline
Useful for editing moments of short duration

DRAG TO ZOOM ↔

8-3. Edit and delete tags

Administrator	Educator
Leamer	Viewer

You can modify the tag or make additional entries.

The screenshot displays the Vosaic web interface for video analysis. The main video player shows a teacher interacting with students at a table. The interface includes a top navigation bar with 'Exit', 'Set Review Status To ...', and 'Reading_Class (日本語タグ)'. A right-hand sidebar contains controls for 'View Moments From: Everyone', 'Total Clips: 4', 'Export Moments', and 'Delete All Moments'. Below these are two moment entries: '1 生徒とのコミュニケーション' and '2 適切な質問や対話'. A central tooltip explains: 'Adjust the start and end points a moment. Adjust the start or end time with a ◀ ▶ mark (in 1 second increments)'. The bottom section features a timeline with a table of tags and their durations. A second tooltip explains: 'Add and remove tags. Add +, remove x'. The table below shows the following tags and durations:

Tag	Start Time	End Time
生徒とのコミュニケーション	00:03:05	00:03:46
学習への雰囲気づくり		
適切な質問や対話	00:05:37	00:05:53
生徒を引き込む工夫		
理解度を確認する工夫		

8-4. Creating a highlight video

Administrator	Educator
Learner	Viewer

You can create a highlight video that collects the scenes you want.

① Check "Export clips"

② Check to select the moments you want to add to the highlight

③ Click "Create New Video from selected"

④ Name the highlight and "Save"

The selected moment is displayed in white

⑤ The moments are saved as a video which contains each independent moments.

⑥ The video can be downloaded as MP4 video

9. Transcription

Administrator	Educator
Leamer	Viewer

Automatically transcribe speeches during video.

The screenshot displays the Vosaic web interface for video transcription. The browser address bar shows the URL `vosaic.com/watch/1770177208768/transcript`. The interface includes a video player with a speaker, volume, and playback controls. The video title is "プレゼンテーション (AI分析)". The transcript panel on the right shows the following text:

00:00
えーそれではあのー最後に少し私からご挨拶をえーさせて

橘

00:05
いただきます。あのー本日は長時間お付き合いいただき、
どうもありがとうございました。

橘

00:10
あのー最初にも申し上げました通り、あのー今日は私たちの
予想

橘

00:15
をですね、はるかに上回るご参加者、えー集まってくださ
いまして、えー

橘

At the bottom left, there is a table for speaker analysis:

講演者	Custom (for this vid...)
AH	笑顔
AH	表情きつい
AH	どこ見てる?
AH	身振り手振り
AH	あの
AH	早口
AH	語尾不明瞭

9-1. Transcription procedure

Administrator	Educator
Learner	Viewer

Select File Upload or Auto Transcription.

Select a Transcript Type

- ✓ (Recommended) Manual Language Selection & Speaker Detection
- Automated Language & Speaker Detection
- Manual Language Selection & No Speaker Detection

② Type of transcription
Select one of the following three options:

(Recommended) Manual language selection & automatic speaker classification
Perfect for monolingual videos. When transcription is complete, each transcription segment displays spk_0, spk_1, spk_2, and up to 10 speakers. Each label is editable and can be replaced with the actual speaker name. You can also add talkers.

Automatic Language Selection & Speaker Selection
Perfect for multilingual videos. This option automatically detects the language and speaker. Each segment is labeled spk_0, spk_1, spk_2, and up to 10 speakers. Each label is editable and can be replaced with the actual speaker name. You can also add additional speakers.

Manual language selection & no speaker classification
Ideal for simple transcriptions. This option does not analyze talker, multi-language detection, or utterance time.

The transcript is divided into 5-second segments. Also, due to the specification of the external transcription engine, half-width spaces are inserted in Japanese.

9-2. Editing transcriptions

Administrator	Educator
Intervals	Viewer

Edit and analyze transcriptions.

Transcript tab

Search Transcript Delete

Transcript Speakers

Delete a transcript
This button is used to redo the transcription or upload an edited transcript file.

00:00
そうしますね。は

spk_0

00:04
はい、ありがとうございます。えっと

spk_1

00:09
じゃあまずですね、ちょっと全体的な話というのか、あのー

spk_1

00:14
先生にお聞きしたいんですけども、あの大学ラグビー部がこうしてこう

spk_1

The transcript is divided into 5-second segments. Also, due to the specification of the external transcription engine, half-width spaces are inserted in Japanese.

Speakers tab

Transcript Speakers Analysis

Enter Speaker Name
spk_0 Save Delete

Enter Speaker Name
spk_1 Save Delete

Enter Speaker Name
spk_2 Save Delete

Enter Speaker Name
spk_3 Save Delete

Enter Speaker Name
spk_4 Save Delete

Enter Speaker Name
spk_5 Save Delete

Add Speaker

You can change the name of the speaker from the populated one (spk_1, spk_2,) to the name of your choice.

If you want to remove half-width spaces in the transcript, please follow this procedure.

- (1) Download the transcript as a time-stamped transcript (.txt).
- (2) Open it in a text editor.
- (3) Using "Find and Replace", remove spaces (replace a space with nothing).
- (4) All half-width spaces will disappear, so only the necessary spaces are needed to restore.

Analysis tab

Transcript Speakers Analysis

Talk Time by Speaker

Show Table View

spk_0	120.61 sec.	2.73%
spk_1	756.95 sec.	17.15%
spk_2	1908.87 sec.	43.25%
spk_3	323.65 sec.	7.33%
spk_4	73.29 sec.	1.66%
spk_5	166.31 sec.	3.77%
silence	1064.32 sec.	24.11%

It aggregates and calculates the percentage of utterance time for each speaker.

- Converts "→" to " → " with a space on the left and right sides.
 - Convert "vspk" to "v spk".
- (5) Save.
 - (6) Delete the transcript by clicking Delete in the Transcript tab.
 - (7) Click "Upload a Transcript" to upload the file with the half-width spaces are deleted.
- Note:** It is not possible to analyze the utterance time in the Analysis tab by using the uploaded transcript.

10. Project

Administrator	_Durability_
Learner	_Filtrate_

You can create projects to connect videos, forms, and users.

The screenshot shows the Vosaic web application interface. The top navigation bar includes the Vosaic logo, menu items (Videos, Projects, Forms, Users, Groups, Reports, Tutorials), user information (Hi, Administrator), and a user profile (Tachibana Toshi Kyozaai, Administrator). The main content area is titled "Videos" and features an "ADD VIDEO" button and a search bar. Below the search bar, there are statistics for "Total Videos" (79, 3211 minutes), "My Videos" (79, 3211 minutes), "Shared With Me" (0, < 1 minutes), and "Not Uploaded" (0, 0 minutes). A progress bar shows "3455 / 26545 Minutes Uploaded / Free". The main content area displays three project cards: "パフォーマンス分析" (Performance Analysis), "探究学習 (化学)" (Inquiry Learning (Chemistry)), and "体育科教育" (Physical Education). The "探究学習 (化学)" project is highlighted with a yellow border. Below the project cards, a summary bar indicates "Found 3 videos. Filter 探究学習 (化学) Project results by status: All Clear Filter Bulk Edit Bulk Delete". The bottom section shows a video player with a "Watch and Mark Up" button and a video details panel for "ビデオ" (Video) with a duration of 03:17 and 0 views. The video details include Review Status (Markup In Progress), Project (探究学習 (化学)), Date (03/21/2026), Form (両手じゃんけん), Author/Uploader (Administrator Hajime), and Owner (Administrator Hajime).

10-1. Creating a project ①

Administrator	Educator
Learner	Viewer

Enter basic information for the project and create it.

① Projects menu

② "Add project"

Add a New Project

SAVE CHANGES

Projects simplify video upload and sharing for your learners. Videos uploaded to this project will automatically inherit settings you select below.

Required

Project Name **(Required)** Name of the project

Select Project Color **(Required)** Color of the project

Required

Select a Form to Use On All Videos Uploaded to This Project **(Required)** the form primary for this project

Select Form for This Project
Select One (Required) **Select a form**

Prevent Form Change
When checked, only the selected form can be used to mark up videos.

Prevent form Change
If checked, only selected form can be used for the videos uploaded to this project.

Optional

Add Recording Instructions **(Optional) Instructions for recording and uploading**
You can also upload the description as a file.

Instructions (800 Characters Max)

800 characters left

The Project makes it easy to organize your videos. It makes it easy to upload and share videos with certain member or group. Videos uploaded to your project will automatically have the settings you selected below.

10-2. Creating a project ②

Administrator	Educator
Learner	Viewer

Optional

Make a Different User a Project Owner ←

Select Project Owner
Administrator Hajime **Select an owner**

All videos are automatically shared with the Project owner.
Only users in Educator or Administrator roles can be Project owners.
Note: Changing ownership will remove this Project from your Project list.

Optional

Who Can Upload Videos to This Project? ←

ADD UPLOADERS

No Groups that can upload were added.
No Users that can upload were added.

Users and Groups you select here will be able to upload videos to this project. Videos uploaded to this Project will be automatically shared with you (the Project Owner).

Optional

Share Videos Uploaded to This Project? ←

SHARE WITH GROUPS OR USERS

Not shared with any Groups.
Not shared with any Users.

IMPORTANT: Videos are automatically shared with you (the creator of this Project). Here you can select other Users and Groups to share this Project's videos with.

Optional

Set Due Date ←

2026/03/21

Videos uploaded after the due date will be labeled as **Late Submission**.

Leave as-is to not set a due date

Prevent Past Due Submissions ←

When checked, users will be unable to upload videos past the due date.

Owner of the project
All videos are automatically shared with the project owner. Only Educator or Administrator users can be owner.
Note: Changing the owner will remove this project from the project list.

Who can upload videos to this project
The users and groups you select here will be able to upload videos to this project. Videos uploaded to this project will automatically be shared with you (the owner of the project).

The person with whom you want to share the video uploaded to this project
Important: Your video will automatically be shared with you (the creator of this project). Here you can choose other users or groups to share videos for this project.

The due date (optional)
Set the due date for the analysis of this project. Users of the Learner and Viewer roles will not be able to change the timeline after the due date.
If you do not want to set it, leave it as it is.

No uploads after the deadline
If checked, users will not be able to upload videos after the due date.

10-3. Creating a project ③

Administrator	Educator
Learner	Viewer

Optional

Video Ownership

Make Yourself the Owner of All Videos Uploaded to This Project
Project owner will be owner of all videos.

By default, users who upload videos are the owners their videos. Only owners can share and delete videos they own.

Optional

Timeline & Comments Visibility Settings

Make Owners' Timeline Visible to Others.
Others can view markup and comments created by the video owner.

Make Others' Timelines Visible to the Owner
The owner of the video can view markup and comments created by others.

Make Everyone's Timelines Visible to Everyone
All users with whom the video has been shared with can view each others' markup and comments.

Common Use Examples:

most Common Check top two options when a learner is uploading and marking up videos for an educator to review and provide additional mark-up/feedback.

Check only the second option when an educator is uploading videos for learners to mark-up. The educator will see the learners' markup, but learners won't see other learners' markup.

Check all three options when multiple people are marking up videos, and they all need to see each other's markup.

Prevent Timeline Changes (Recommended)

Prevent Changes to Timeline Visibility Settings for Videos Uploaded to this Project

Optional

Email Notifications

Receive Email Notifications
When checked, you (the Project owner) will receive an email notification every time a video is uploaded to this project.

Owner of the video

Owner of the video
By default, the person who uploaded the video becomes the owner of the video. Only the owner can share or delete their own videos.

If checked, you (the owner of the project) become the owner of all videos uploaded to this project.

Select the visibility settings of the timeline

Make Owner's timeline Visible to Others

Others can see your markup and comments.

Make others' timelines visible to the Owner

Only you can see the markup and comments of others.

Make Everyone's timelines Visible to Everyone

Everyone can see everyone's markup and comments.

Example of configuration by purpose:

Common settings:

If Learner uploads a video and marks up it, and Educator reviews it to give a feedback, select the top two options checked.

If Educator uploads videos and have Learner or Viewer mark up them, select the second option only. Educators can see Learner's markups, but learners cannot see other Learner's markups.

If more than one person will markup the video and everyone needs to see each other's markup, choose all three options.

Prohibit timeline changes

If checked, prevents change of timeline visibility settings for videos uploaded to this project.

E-mail notification

Every time a video is uploaded to a project, the project owner will receive an email notification.

10-4. Creating a project ④

Administrator	Educator
Learner	Viewer

Optional

AI Mate Settings & Prompts ←

Enable AI Mate for videos in this project
If no custom prompts are added default prompts from your organization will be used.

Optional

Force changes ←

Apply updated settings to existing videos in this project
Individual videos could have settings that are different than specified in this project.

SAVE CHANGES Cancel DELETE PROJECT

AI Mate settings and prompts

If checked, AI Mate will be enabled for videos in this project. If no custom prompts are added, the default prompts set up by your organization are used.

Force changes

If checked, the updated settings will be applied to existing videos in this project. Individual videos may have different settings from those specified in this setting.

Save
configurati
on

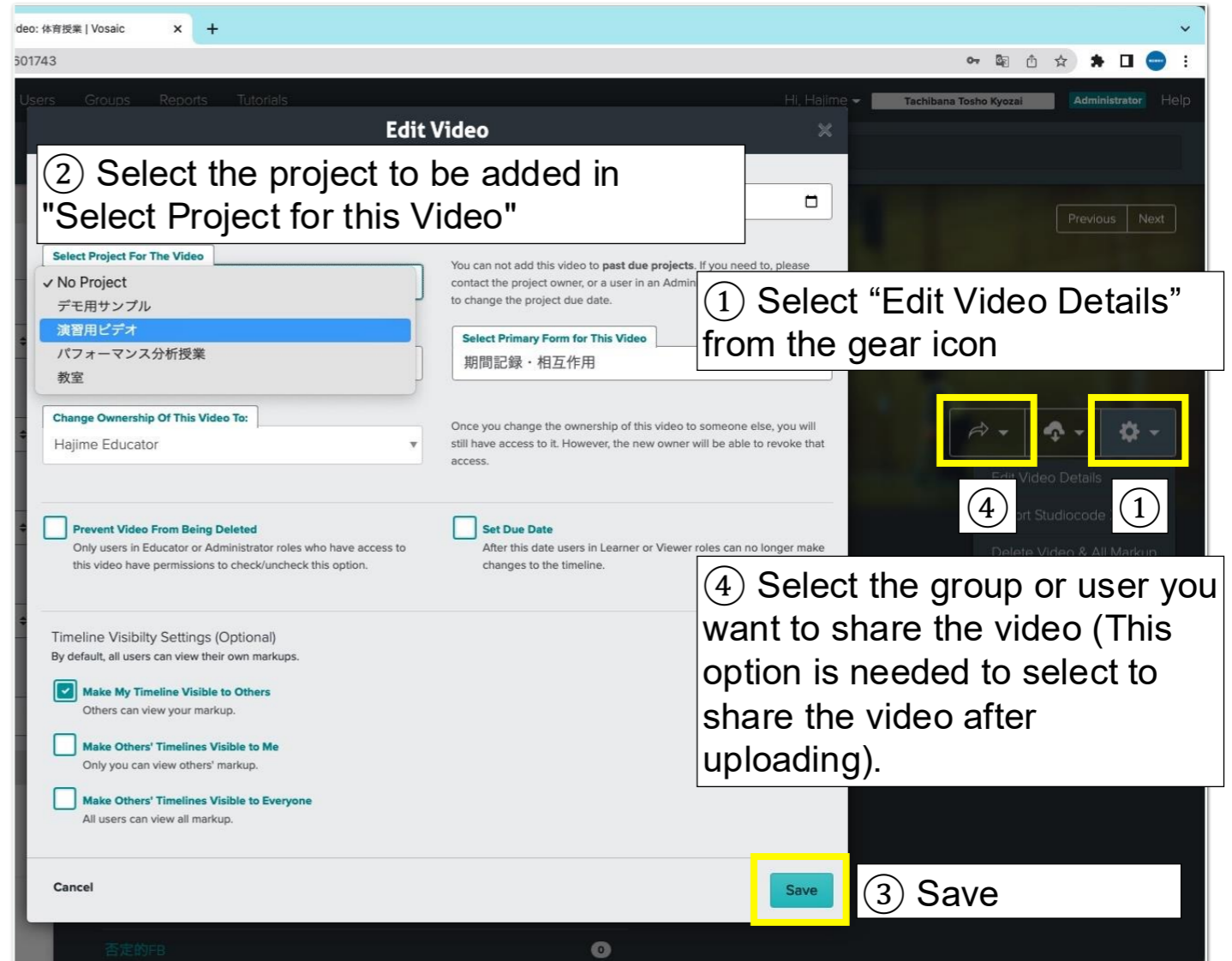
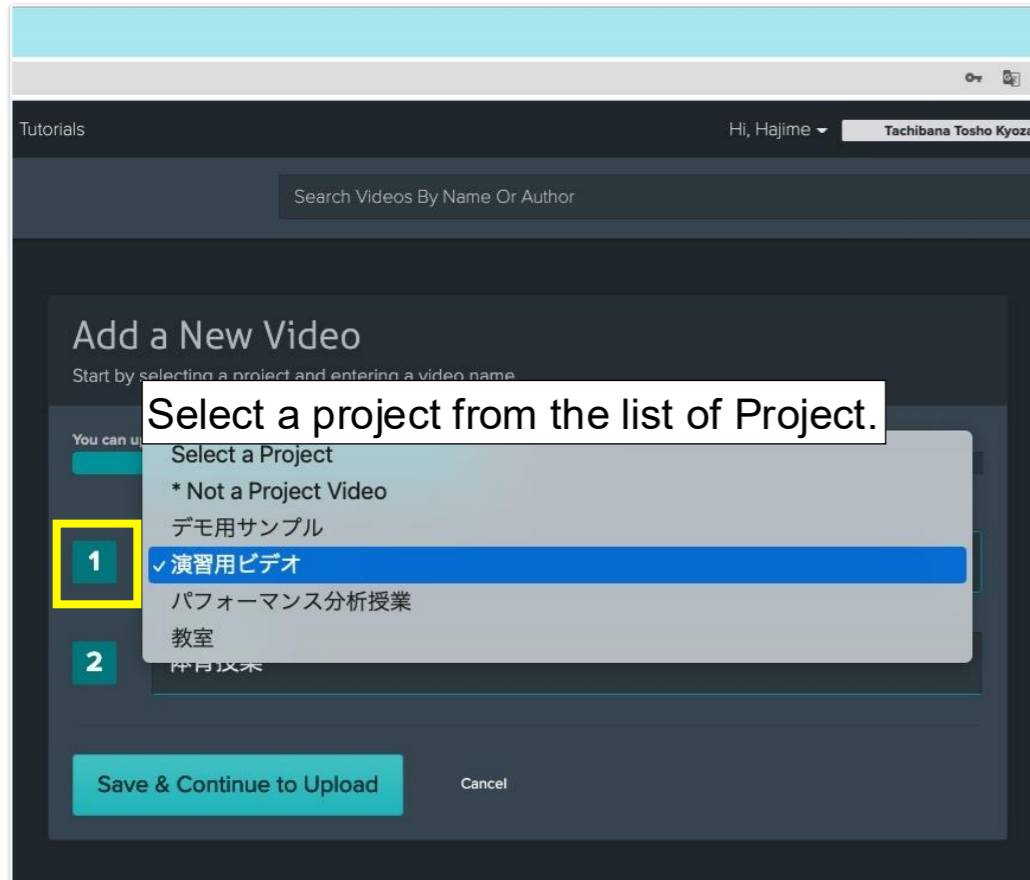
10-5. How to add video to the project

Administrator	Educator
Learner	Viewer

This can be done either when uploading a video or in the Video Settings window.

(1) Add a video when uploading it

(2) Add a video that has already been uploaded



10-6. Filtering video by project

Administrator	Educator
Learner	Viewer

You can view only the videos contained in your project.

Filter Videos By Group
Show All

OR

Month Show All | **Year** Show All

OR

Filter Videos By Author/Uploader
Select a user...

BROWSE VIDEOS:

- デモ用サンプル テニスコーチング
TEST
10/24/2022 | 04:59 by Nobuyasu Tanaka
- デモ用サンプル ダニエルソン式評価項目 (日本語)
ZOOMでのリアルタイム遠隔授業診断
4つのカメラの同時入力
11/20/2020 | 00:14 by Hajime Administrator
- デモ用サンプル ダニエルソン式評価項目 (日本語)
Reading_Class (日本語タグ)
09/15/2020 | 09:24 by Hajime Administrator
- デモ用サンプル Danielson_Instruction

① Select a project by "View Video" ⇔ "Clear Filter"

Only videos contained in the project are displayed

11. Report

Administrator	Educator
Leamer	Viewer

Create reports and highlight videos that summarize data from multiple videos.

Report: [BACK](#)

Report Based on Form:
期間記録・相互作用 (タグ1回)

Update Report Name
体育教師

IRR report
IRR option is disabled. [Show why](#)

[Save](#) [Save As New](#)

1 SELECT DATE RANGE

All Time

2 SELECT FORM BUTTONS TO INCLUDE

学習指導 (I)

マネジメント (M)

認知学習 (A1)

運動学習 (A2)

発問

全体

Hide Filters [Download Report](#) [Create a Video](#)

Moment Breakdown

発問	5	16.13%
00:00:20		13.605%
肯定的FB	16	51.61%
00:01:20		54.422%
修正的FB	5	16.13%
00:00:25		17.007%
励まし	5	16.13%
00:00:22		14.966%

Tag Breakdown

Report Summary

Total Instances:	31
Coded Duration:	00:02:27
Number of Videos:	3
Combined Videos Duration:	00:53:52
Number of Users:	1

Summary **Teacher Summary** Program Summary

Video Name	Date	Moment	Start	End	Duration	User	Tags	Annotations
体育授業分析例 (静止画)	09/05/2022 4:56 pm	発問	00:00:25	00:00:30	00:00:05	Administrator Hajime	全体	
体育授業分析例 (静止画)	09/05/2022 4:56 pm	肯定的FB	00:00:31	00:00:36	00:00:05	Administrator Hajime	グループ・一般	
体育授業分析例 (静止画)	09/05/2022 4:56 pm	修正的FB	00:00:39	00:00:44	00:00:05	Administrator Hajime	グループ・一般	

11-1. Default Report

Administrator	Educator
Leamer	Viewer

Reports about videos uploaded to your account.

Sort Reports By: Name, Date, Descending

Sort Reports By: Name, Date, Descending

Report: Default Report

1 SELECT DATE RANGE

Report Frequency: Yearly

All Time

2 SELECT VIDEOS TO INCLUDE

All Videos

Active

Archived

Deleted

3 SELECT USERS WHO UPLOADED VIDEOS

All Users

Administrator Hajime **Hajime 19**

Total Videos

Number of uploaded videos per year

Detail Summary

Total Videos:	181	Total number of videos
Active Videos:	63	Active Videos (shown in Video menu)
Archived Videos:	19	Archived (Hidden) videos
Deleted Videos:	99	Deleted videos
Total Hours Uploaded:	85:43:4	The total duration of videos
Average Video Duration:	32:33	Average duration of video
Total Views:	548	The total number of views of videos
Unique Uploaders:	7	The number of user who uploaded videos

Video Name	Duration	Views	Uploaded On	Uploader	Status	Deleted On	Deleted By
ビデオ	03:17	0	03/21/2026 6:49 pm	Administrator Hajime	Active	-	-
ワーク	03:17	3	03/20/2026 5:51 pm	Administrator Hajime	Active	-	-
ドされていないビデオとは?	00:00	0	03/19/2026 11:38 am	Administrator Hajime	Deleted	03/19/2026 11:57 am	Administrator Hajime
ドされていないビデオとは?	00:00	0	03/19/2026 11:18 am	Administrator Hajime	Deleted	03/19/2026 11:18 am	Administrator Hajime
【事例F】第3学年「中和と塩」(中学校「理	15:19	0	03/16/2026 11:54 om	Administrator Haiime	Active	-	-

11-2. Custom Report

Administrator	Educator
Learner	Viewer

Create a report by your choice of videos and forms.

1 Add Report

2 Setting of report

* indicates required field

Save Report As. The name of the report

Video View Dashboard Report
Checking this will show reports for video uploads and video view counts.

AI Mate Report
Checking this will show AI mate usage for videos.

Select Form for This Report *
Select One (Required)

Inter-Rater Reliability (IRR) Report
Checking this will limit your selections on the next screen to only one video and two coders.

Save and Continue Cancel **3 Save**

Video View Dashboard Report
Displays a report on the number of uploads and views of the videos (same as the default report).

AI Mate Report
Displays a report on AI Mate usages.

The form to use for the report
Select the form you want to use to create the report. If you do not check either of the two items above, you have to select it.

Inter-Rater Reliability (IRR) Report
Compare the ratings between the two raters. On the next screen, select 1 video and 2 raters.

11-3. Setting up Custom Report

Administrator	Educator
Learner	Viewer

Configure custom report settings.

Report: [BACK](#) [Download the report \(CSV file\)](#) [Creating a video from the selected moment](#)

Report Based on Form: 期間記録・相互作用 (タグ1回)

[Hide Filters](#) [Download Report](#) [Create a Video](#)

Moment Breakdown **Tag Breakdown**

Report Summary

Total Instances:	26	Number of instances (moments)
Coded Duration:	00:02:07	The total time of the moment
Number of Videos:	3	Number of affected videos
Combined Videos Duration:	00:53:52	The total duration of analyzed videos
Number of Users:	1	Number of users

Update Report Name
授業分析 The name of the report

IRR report Check for IRR (Inter-rater reliability) report
IRR option is disabled

[Save](#) [Save As New](#)

1 SELECT DATE RANGE The date range of the videos

All Time

2 SELECT FORM BUTTONS TO INCLUDE Select a button/tag to include

学習指導 (I)
 マネジメント (M)
 認知学習 (A1)
 運動学習 (A2)
 発問
 全体

3 SELECT VIDEOS TO INCLUDE Select Videos to include

All Videos Using This Form To include all videos using the selected form

Filter Videos By Uploader/Subject Select the user who uploaded videos

Administrator Hajime [OrgAdmin](#)

体育授業分析例 (静止画) To select individual videos
 小学校体育授業 (字幕付き)
 小学校体育授業 (プレー処理)

NOTE: Stitched videos are excluded from this list.

4 SELECT USERS WHO MARKED UP VIDEOS To select the user who marked up the video

All Users To select individual users
 Administrator Hajime

[DELETE OR SAVE THIS REPORT](#)

[Delete Report](#) [Save](#) [Save As New](#)

[Delete a report](#) [Save Report/Save as New Report](#)

11-4. Teacher Summary Report

Administrator	Educator
Learner	Viewer

Summarize by the combination of Teacher and Observer.

Report: [BACK](#)

Report Based on Form: 期間記録・相互作用

Update Report Name: 体育授業分析_期間記録

IRR report

[Save](#) [Save As New](#)

1 SELECT DATE RANGE

All Time

2 SELECT FORM BUTTONS TO INCLUDE

学習指導 (I)

レベル1

レベル2

レベル3

Include untagged moments

マネジメント (M)

Moment Breakdown

- 学習指導 (I): 7 35.00% (00:00:51 27.142%)
- マネジメント (M): 5 25.00% (00:00:13 7.083%)
- 運動学習 (A2): 6 30.00% (00:01:49 57.341%)
- 認知学習 (A1): 2 10.00% (00:00:00)

Tag Breakdown

Teacher Summary

Summary **Teacher Summary** Program Summary Competency Matrix

IMPORTANT: This report requires you to use Tags to score each moment as performance levels are sourced from tags.

Teacher	Observer	Videos Observed	Tagged Moments	Tagged Duration	レベル1	レベル2	レベル3	% Meeting Standard	Most Tagged Moment	Growth Trend
Educator Hajime	Administrator Hajime	1	8	00:01:30	2	2	4	75%	学習指導 (I)	Improving
Educator Hajime	Hajime 1	1	12	00:01:39	1	5	6	92%	運動学習 (A2)	Declining
Cohort Total		2	20	00:03:10	3	7	10	85%		

Teacher: The subject of the video (or the person who uploaded it if no subject is set)
Observer: The user who marked up the video
Video Observed: Number of videos with teacher and observer paired
Tagged Moments: Total number of moments
Tagged Duration: Total duration of the selected moments
Tag Name: The number of times each tag was entered
% Meeting Standard: Number of moments reaching the standard score / number of all moments (Standard Score: 50% or more of the highest "score" of tag for that button (see 3-3))
Most tagged moment: The name of the button that was entered most often
Growth Trend: Compares the first and second half of the moments in chronological order and determines whether the tag's total score is up or down by at least 10%
Cohort Total: calculated as the sum of the scores for all rows

11-5. Program Summary Report

Administrator	Educator
Learner	Viewer

Summarize the summary of all the Teachers for each analysis.

The screenshot shows the Vosaic web application interface. The main content area displays a 'Program Summary Report' for a video analysis. The report is organized into sections: 'SELECT VIDEOS TO INCLUDE', 'SELECT USERS WHO MARKED UP VIDEOS', and 'DELETED OR SAVE THIS REPORT'. The 'Program Summary' tab is selected, showing a table of observed moments and their performance levels.

Observed Moment: The name of the moment (button)
Name of the tag: The number of Teachers that reached each level
 In this example, we analyze two teachers. 学習指導 (Teaching) (I) indicates that one teacher has reached Level 2 and the other teacher has reached Level 3.
Total Teachers: The number of teacher analyzed
% Standard: Percentage of the analyzed teacher that has reached the standard score per moment (Standard score: 50% or more of the highest "score" tag for that button (see 3-3))
% Standard for Cohort Total: The number of people who have reached the standard score per moment / the number of people analyzed per moment
 * In this example, $(2+5)/8=0.875=88\%$

Observed Moment	レベル1	レベル2	レベル3	Total Teachers	% Standard
学習指導 (I)	0	1	1	2	100%
マネジメント (M)	1	0	1	2	50%
認知学習 (A1)	0	1	1	2	100%
運動学習 (A2)	0	0	2	2	100%
Cohort Total / Average	1	2	5	8	88%

11-6. Competency Matrix Report

Administrator	Educator
Learner	Viewer

Summarize trends by combination of Teacher and Observer.

Report: BACK

3 SELECT VIDEOS TO INCLUDE

All Videos Using This Form

Filter Videos By Uploader/Subject

Select a user

× 体育授業 (静止画・タグなし)

NOTE: Stitched videos are excluded from this list.

4 SELECT USERS WHO MARKED UP VIDEOS

All Users

× Administrator Hajime × Hajime 1

DELETED OR SAVE THIS REPORT

Delete Report Save Save As New

Hide Filters

Categorized by moment

Categorize by tag

Moment Breakdown Tag Breakdown

Report Summary

Teacher: The subject of the video (or the person who uploaded it if no subject is set)
 Observer: The user who marked up the video
 Moment Name: The average score given to the Teacher by the Observer who marked up each moment
 Cohort Average: Average of all Teachers (does not consider the number of moments per Teacher)

Number of Users: 2

Select Competency Matrix

Summary Teacher Summary Program Summary Competency Matrix

IMPORTANT: This report requires you to use Tags to score each moment as performance levels are sourced from tags. Average scores are calculated from selected tag scores for each form button.

Teacher	Observer	学習指導 (I)	マネジメント (M)	認知学習 (A1)	運動学習 (A2)
Educator Hajime	Administrator Hajime	1.33	1.50	1.00	1.00
Educator Hajime	Hajime 1	1.25	1.33	1.00	1.75
Cohort Average		1.29	1.42	1.00	1.38

12. AI Mate (Generative AI Feedback)

Administrator	Educator
Leamer	Viewer

Generate feedback from video and audio information by using AI.

The screenshot shows the Vosaic AI Mate interface. The main area is a video player that is currently greyed out, with the text "It hides the parts of the video." overlaid. The browser address bar shows the URL: <https://vosaic.com/watch/1774574556272/aicoach>. The interface includes a navigation menu with "Moments", "Form", "Transcript", and "AI Mate". The "AI Mate" section is active, showing a "Preset Prompt" dropdown menu with the selected option "英会話講師の模擬授業診断". Below this, there is a "診断結果サマリー" (Summary of Diagnosis Results) section with the following bullet points:

- 発話の設計力 (Teacher Talk Design) : レベル2
- フィードバックの質 (Feedback Quality) : レベル2
- 非言語コミュニケーション (Non-verbal Engagement) : レベル3

Below the summary is a section titled "評価と根拠 (各項目)" (Evaluation and Evidence (Each Item)) for "発話の設計力 (Teacher Talk Design) — レベル2". The evidence section includes the following bullet points:

- 講師 (左側) は役割提示と指示 (「I am the patient and you are the doctor... please, let's do a little patient-doctor roleplay」) を行い、発話活動を開始している (発話を促す設計がある)。(字幕 00:05 → [] - 00:20 → [])
- ただし講師の発話はやや長めで補足や繰り返しが見られる (「OK, OK, so let's say, uh, I am the patient and you are the doctor, OK, OK...」など)、学習者の発話機会は存在するが最大化されているとは言えない。トランスクリプトでは講師の導入発話が比較的多く、オープンクエスチョンは限定的である。(字幕 00:00 → [] - 00:25 → [])

At the bottom of the interface, there is a text input field labeled "Ask Follow Up Question" and a "GO" button. The bottom of the video player shows a table with the following content:

英会話講師の模擬...		Move Moments	Copy Moments
AH	発話の設計力		
AH	フィードバックの質		
AH	非言語コミュニケーション		

12-1. Preparation before using AI Mate

Administrator	Educator
Leamer	Viewer

After the video is uploaded, transcribe it.

It hides the parts of the video.

Moments Form Transcript AI Mate

Search Transcript Delete

▶ 00:00
ボールを持ってるフリーマンと自分の間に敵が、

▶ 00:05
いないところ。にぜひ動いてみてください。

▶ 00:10
そうすれば、間に敵がないからパスをもらえることが多い

▶ 00:15
なるかもしれません。ね、ぜひそこを今日は頑張ってみてください。

▶ 00:20
いいでしょうか。はい、ドリブルアンドストップでは、ドリブルをしながら、

▶ 00:25
コートの中は動きのあり、先生の合図で足の裏や膝、お尻

DRAG TO ZOOM

Option: Multi-Modal analysis

vosaic From iSPACTS Videos Projects Forms Users Groups Reports Tutorials

Account Settings

Features (AI, SSO, etc.)

Manage Features

Basic Information

Change Password

Account Details

Purchase Subscription

Face Blur

Add the ability to automatically blur faces in videos.

If you want to perform multimodal analysis (analysis that uses the information in the video in addition to audio), you need to activate this function. This is a paid option, so please contact your service representative.

Multi-Modal Analysis

Enable Vosaic's AI Mate to analyze videos using both audio transcript and video images.

Enabled

12-2. Custom Prompt

Administrator	Educator
Leamer	Viewer

You can run a “custom prompt” where you can write prompts freely.

① Custom Prompt tab

It hides the parts of the video.

Write an AI Prompt

体育の授業のサッカーの実技の映像です。教師が子どもたちにかけている「肯定的なフィードバック」(褒め言葉)を、タイムスタンプとともにリストしてください。それぞれ「具体的」(どこが良いか)、「一般的」(特に具体性のない「ナイス」といった褒め言葉)であるかも分類してください。

GO

② Fill in the prompt and click the “GO”.

③ Wait for the results to appear.

Download the results as a PDF file

It hides the parts of the video.

肯定的なフィードバックの一覧 (タイムスタンプ付き)

- 00:20 → 「いいでしょうか。」
分類: 一般的 (具体的な行動の称賛ではなく、呼びかけに近い)
- 00:35 → 「はい。」 (発話の前後で肯定の意味合い)
分類: 一般的 (単純な肯定)
- 01:00 → 「楽しい。」
分類: 一般的 (活動の雰囲気肯定する発言)
- 01:20 → 「うん。はい。」
分類: 一般的 (肯定・促進の声かけ)
- 01:55 → 「お。」 (肯定的な反応)
分類: 一般的 (短い感嘆で肯定)
- 02:00 → 「ok。」 (肯定)
分類: 一般的 (短い承認)
- 02:30 → 「お、ゴールの近くいいね。」
分類: 具体的 (位置取り、声の抑揚などについて評価)

You can enter follow-up questions.

Ask Follow Up Question GO

Note: The output from AI depends on the prompt. For information in image or audio that is not clear or difficult to recognize, the results may not be appropriate. Please think of AI Mate’s diagnostic results as a supplement to human checks.

Check out the video and audio for the accuracy of AI Mate reports. You should also consult with your coach or mentor about measures you can take to improve your practice.

12-3. Preset Prompt

Administrator	Educator
Leamer	Viewer

You can run a preset prompt that has been registered beforehand.

① Preset Prompt tab

It hides the parts of the video.

② Choose the preset prompt that suits your video

③ Wait for the results to appear

Download the results as a PDF file

It hides the parts of the video.

You can enter follow-up questions.

DRAG TO ZOOM

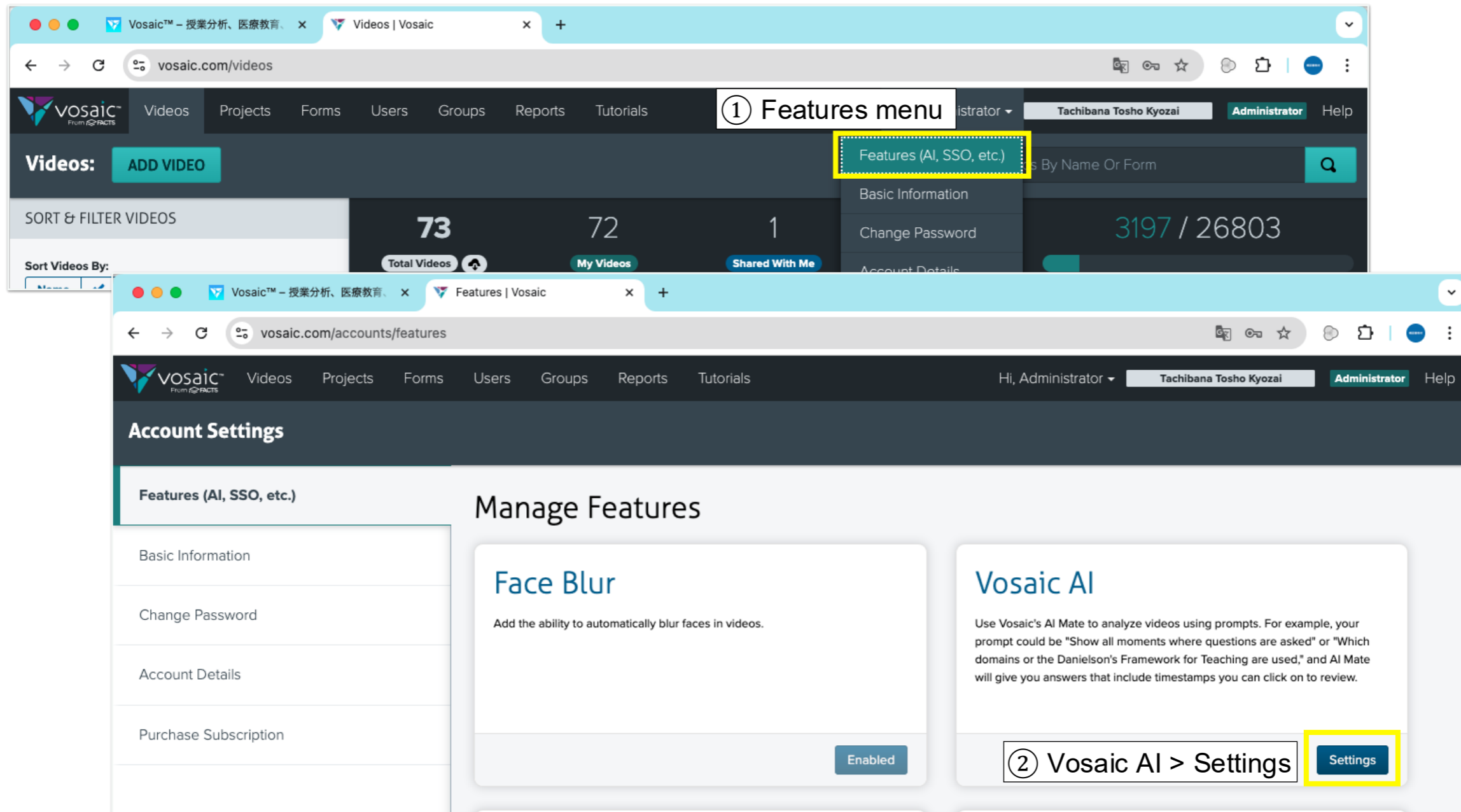
Note: The output from AI depends on the prompt. For information in image or audio that is not clear or difficult to recognize, the results may not be appropriate. Please think of AI Mate's diagnostic results as a supplement to human checks.

Check out the video and audio for the accuracy of AI Mate reports. You should also consult with your coach or mentor about measures you can take to improve your practice.

12-4. Setting the Preset Prompt ①

Administrator	Educator
Learner	Viewer

Pre-set the "Preset Prompt" according to the purpose of the analysis.



12-5. Setting the Preset Prompt ②

Administrator	Educator
Learner	Viewer

Set the role to match the observer and video you want to analyze.

The screenshot shows the Vosaic account settings page for AI Mate. The page is titled "Account Settings" and has a sidebar with options: Features (AI, SSO, etc.), Basic Information, Change Password, Account Details, and Purchase Subscription. The main content area is "Configure AI Mate" and is divided into three sections:

- Enable AI Mate for Learners:** A checkbox is checked. A "Save Changes" button is below it. A callout box explains: "Enable AI Mate for Learner. It is enabled by default in Administrator and Educator. It is not available in Viewer."
- Set AI Mate's Role:** A dropdown menu is set to "Instructional Coach". A callout box explains: "Set AI Mate Role. Instructional Coach: Ideal for instructional coaches, students to study to be teacher, principals, supervisors, and other users who work for teacher coaching in K-12 or higher education. Sales Coach: Ideal for sales coaching in a business or educational institution. Professional Development Coach: Ideal for general professional development. Clinical Education Specialist: It is ideal for medical counseling programs and mental health use cases."
- Create Preset Prompts:** A dropdown menu is set to "Global". A callout box explains: "Create a preset prompts. Global Prompt: A prompt that all users in your account can use to access the AI Mate video player. Project-specific prompts: When you set up a prompt for a specific project, users can access videos uploaded to that project using the prompt you set for the project instead of the global prompt. Project-specific prompts can be edited here. To create a prompt dedicated to a project, go to the Projects tab in the main navigation."

12-6. Setting the Preset Prompt ③

Administrator	Educator
Learner	Viewer

Enter the rubric and upload the supporting document as PDF.

Account Settings

① Select "Add prompt"

ADD PROMPT

Edit Prompt

② Enter the details of the prompt

Prompt Summary
体育科教育の授業分析

Detailed Prompt
体育の授業における教師行動と授業進行を分析します。期間記録（学習指導、マネジメント、認知学習、運動学習の4場面の割合）と、教師の相互作用行動（声掛け）の分類を行います。それぞれの評価項目の内容は、添付のファイルの内容に従います。

1000 characters left

Upload supporting documents
UPLOAD NEW DOCUMENT SAMPLE RUBRIC PROMPT

Select supporting Documents:

- 塾講師模擬授業診断項目表.pdf
- サッカーのセットプレーの分析.pdf
- 体育科教育の授業分析の診断項目.pdf
- 探究活動における「協働」や「思考プロセス」の可視化.pdf
- 英会話講師診断項目表.pdf

Prompt Summary:
Write a brief summary of the prompt.

Detailed Prompt:
Write the details of the prompt.

Upload supporting documents
Upload the document to provide information when AI Mate responds to this prompt. For example, the criteria for observation. Note: Scanned files are not currently supported.

Select supporting Documents:
Lists all supporting documents. Select a document to use for this prompt.

Delete This Prompt

SAVE

③ Save

13. Various settings

Administrator	Educator
Learner	Viewer

Manage account settings and settings for optional features.

The screenshot shows the Vosaic account settings page. The browser address bar displays <https://vosaic.com/accounts/features>. The navigation menu includes Videos, Projects, Forms, Users, Groups, Reports, and Tutorials. The user is logged in as Administrator, Tachibana Toshio Kyozaï. A notification banner states "Only administrators can access." The "Features (AI, SSO, etc.)" section is active, displaying a sidebar with options: Basic Information, Change Password, Account Details, and Purchase Subscription. The main content area, titled "Manage Features", contains four feature cards:

- Face Blur**: Automatically add blur to faces of people in videos. Status: Enabled.
- Vosaic AI**: AI generates feedback based on prompts. AI Mate outputs a timestamped answer. Status: Settings.
- Multi-Modal Analysis**: Enable AI Mate to be able to analyze video using both speech transcription and information in the image (a paid option feature). Contact your service representative.
- Single Sign-On (SSO)**: **Configuring Single Sign-on**. Enable logging in using your existing SAML-enabled identity provider, such as Active Directory, OneLogin, or Google Apps. This eliminates the need for users to manage different email addresses and passwords. It also makes it easier to provision new users. You will need to consult with the information manager of your organization.
- Learning Tools Interoperability (LTI)**: **Learning Tools Interoperability**. Allows you to log in to Vosaic using your Learning Management System (LMS) account, such as Canvas or Brightspace. You will need to consult with the information manager of your organization.

Contact

Please contact us for how-to-use, training, and on-site support.



Vosaic certified distributor in Japan

Tachibana Tosho Kyozaï

Hajime Tachibana

info@vosaic.jp

<https://www.vosaic.jp>

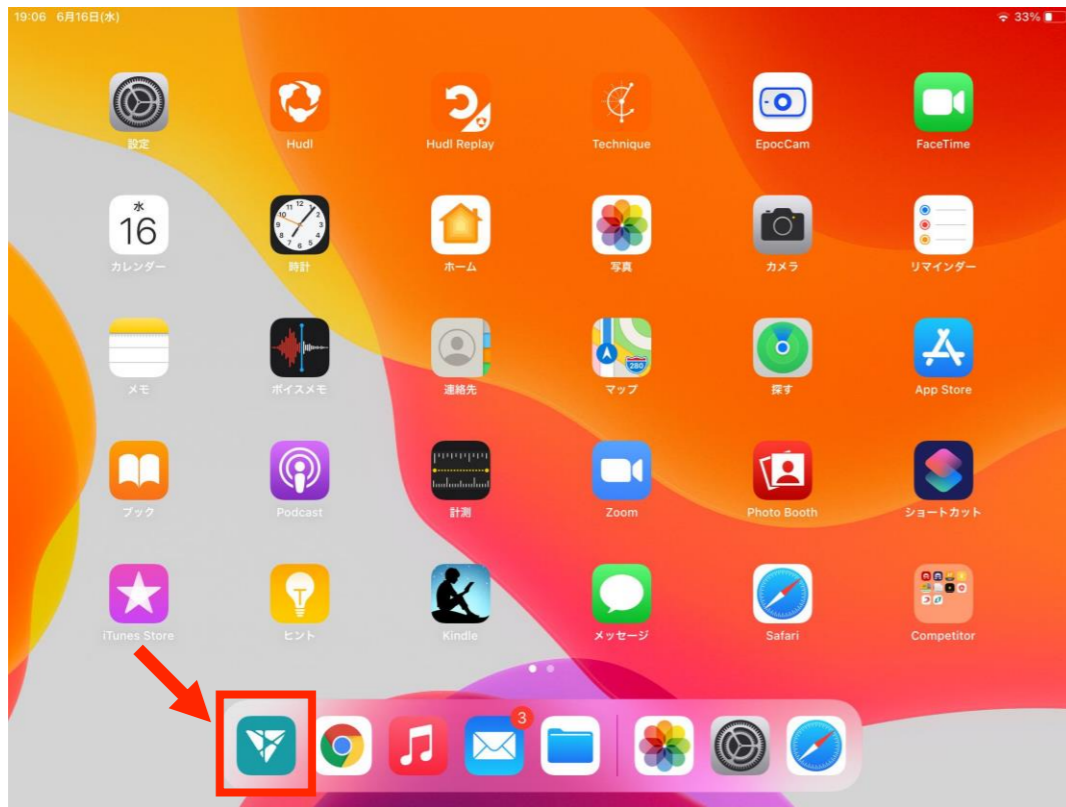


iOS app user guide

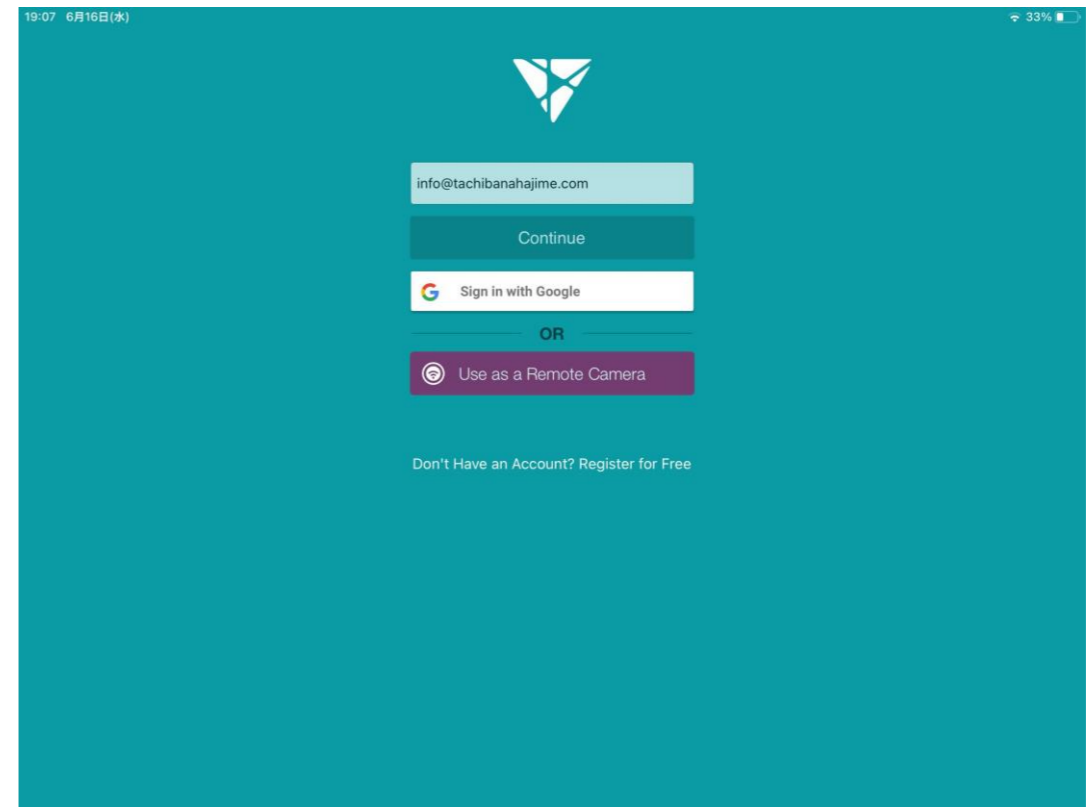
1. [Launch the app](#)
2. [Set the file name and the form to use](#)
3. [Start and stop recording](#)

Contact: Tachibana Tosho Kyozaï info@vosaic.jp

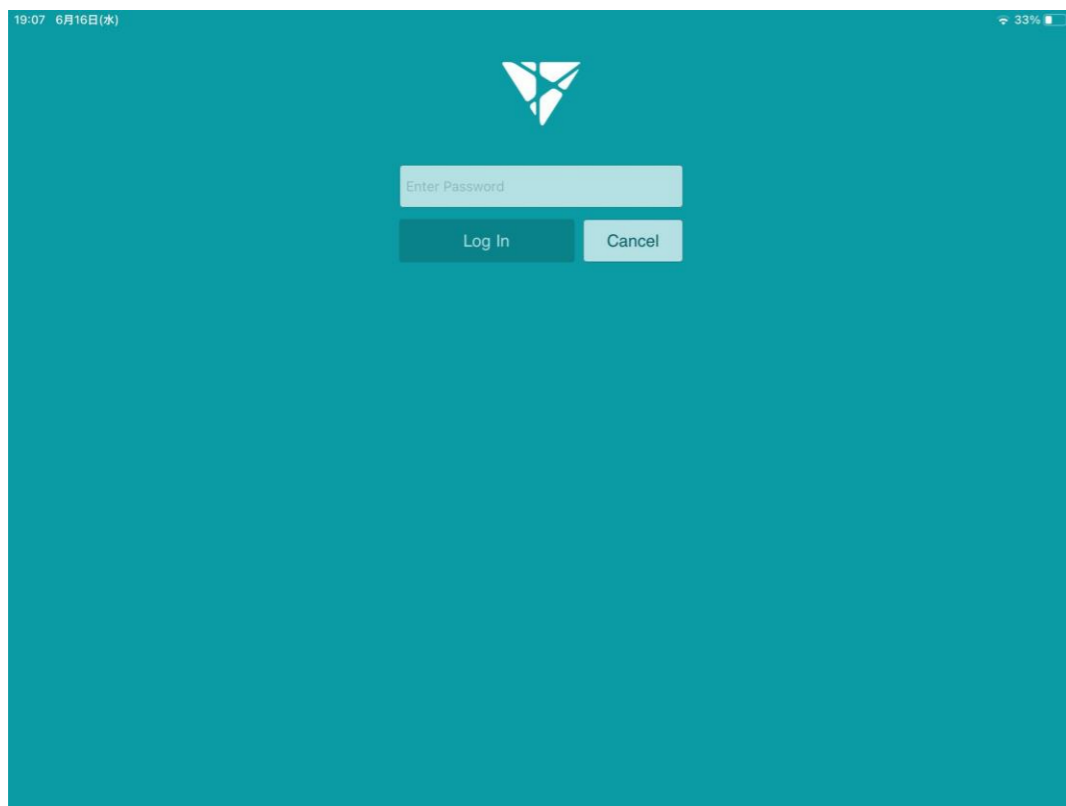
1. Launch the app



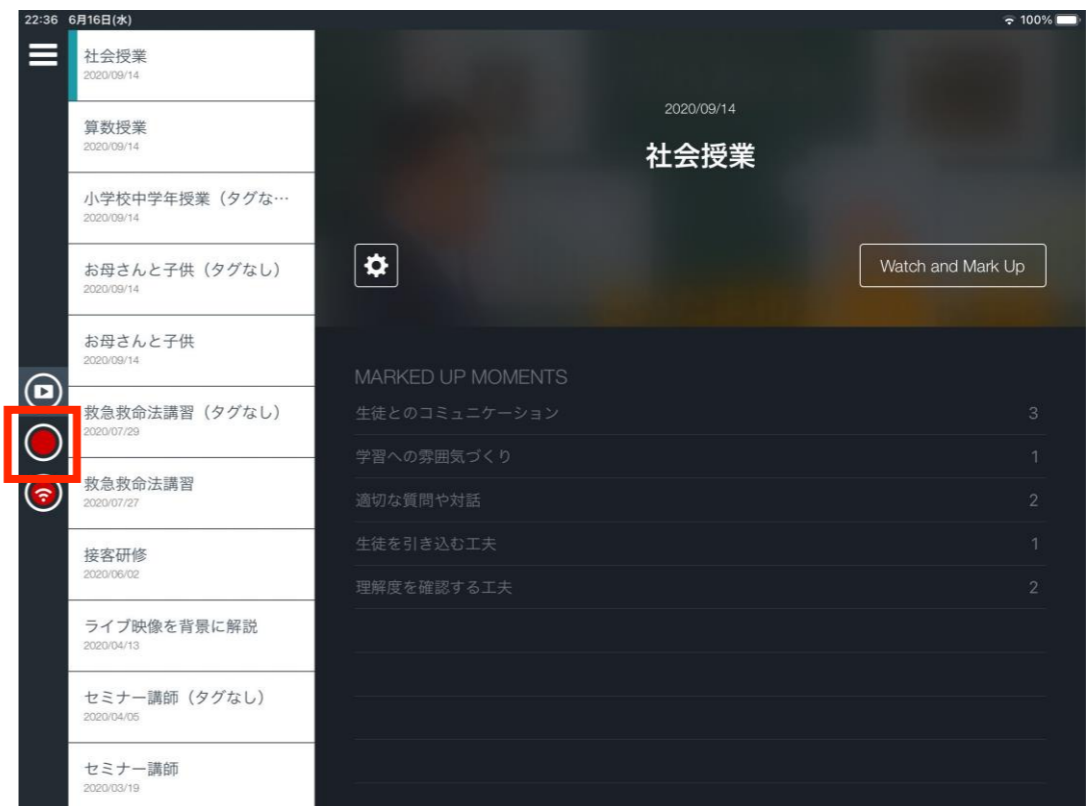
① Tap the Vosaic icon.



② Enter your ID (email address) and tap "Continue".

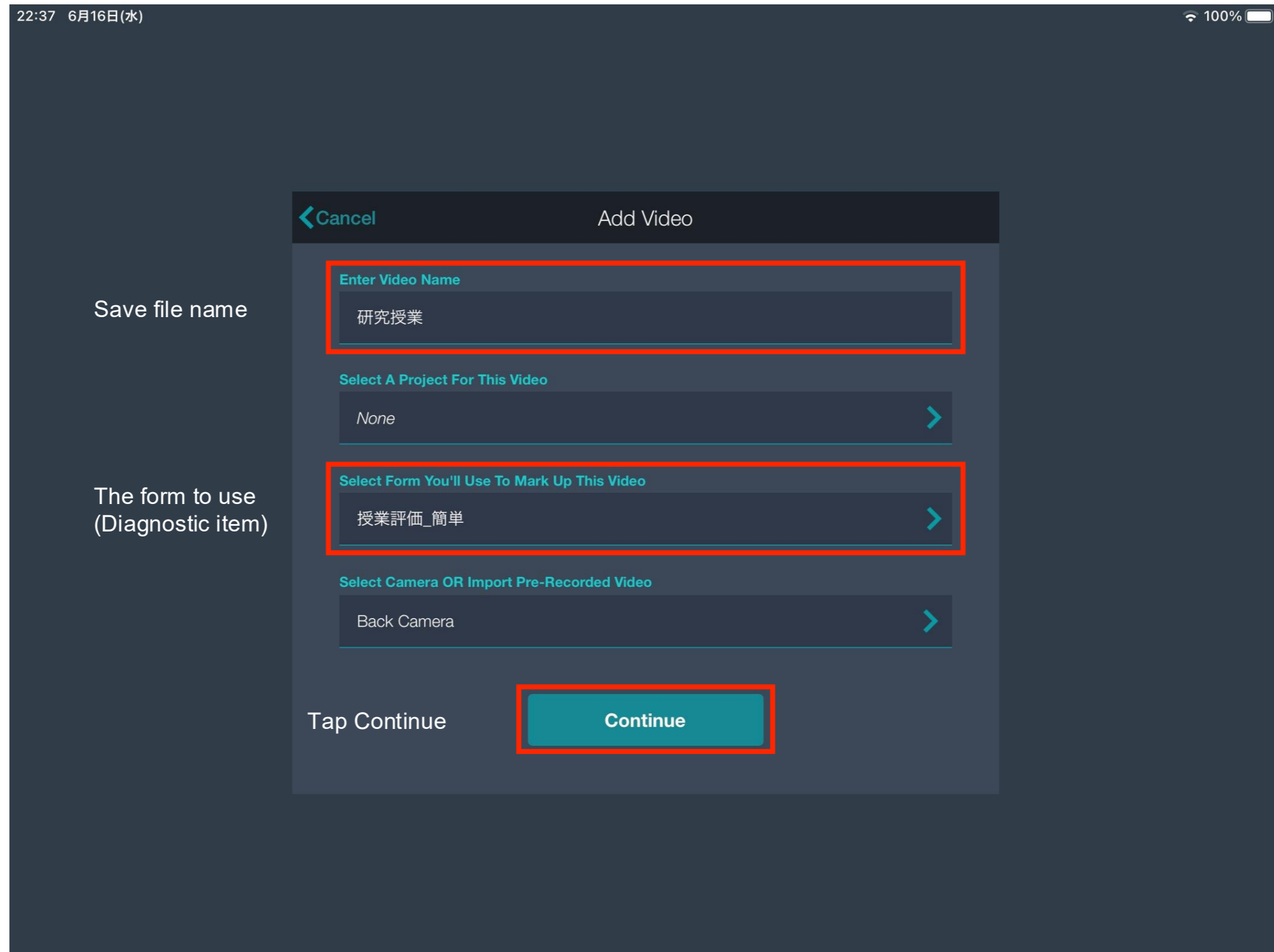


③ Enter your password and tap Log in.



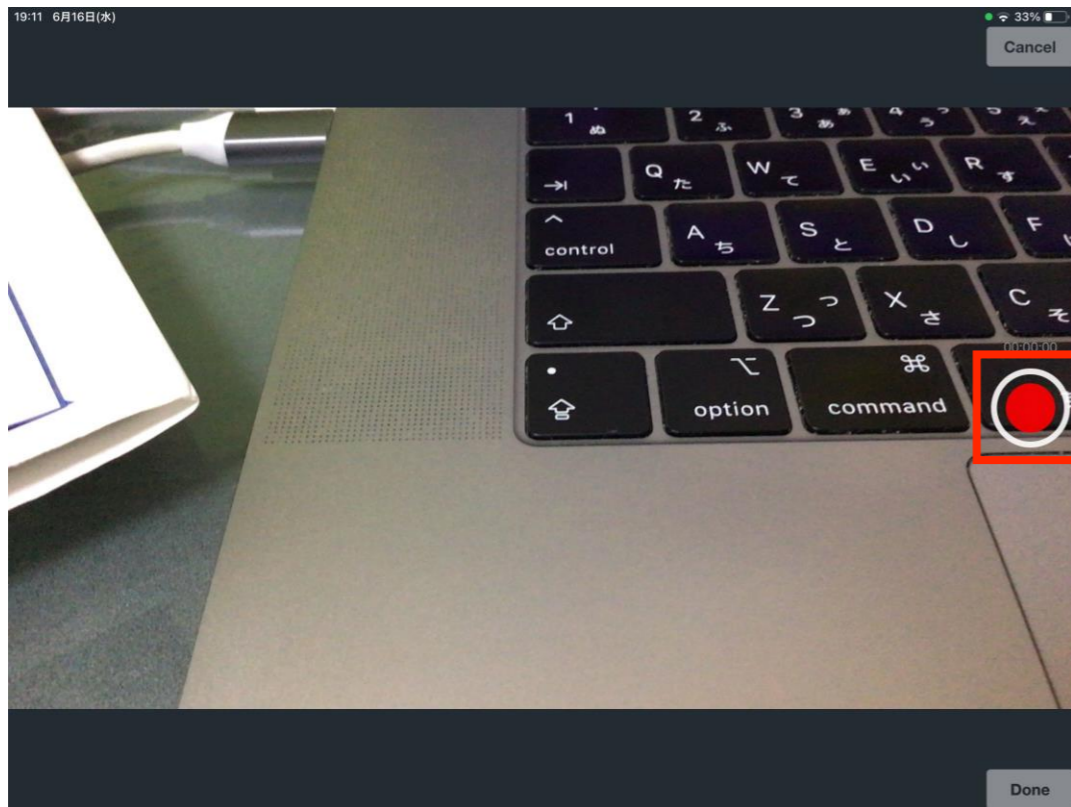
④ Tap the red record button on the left edge of the screen.

2. Set the file name and form to use

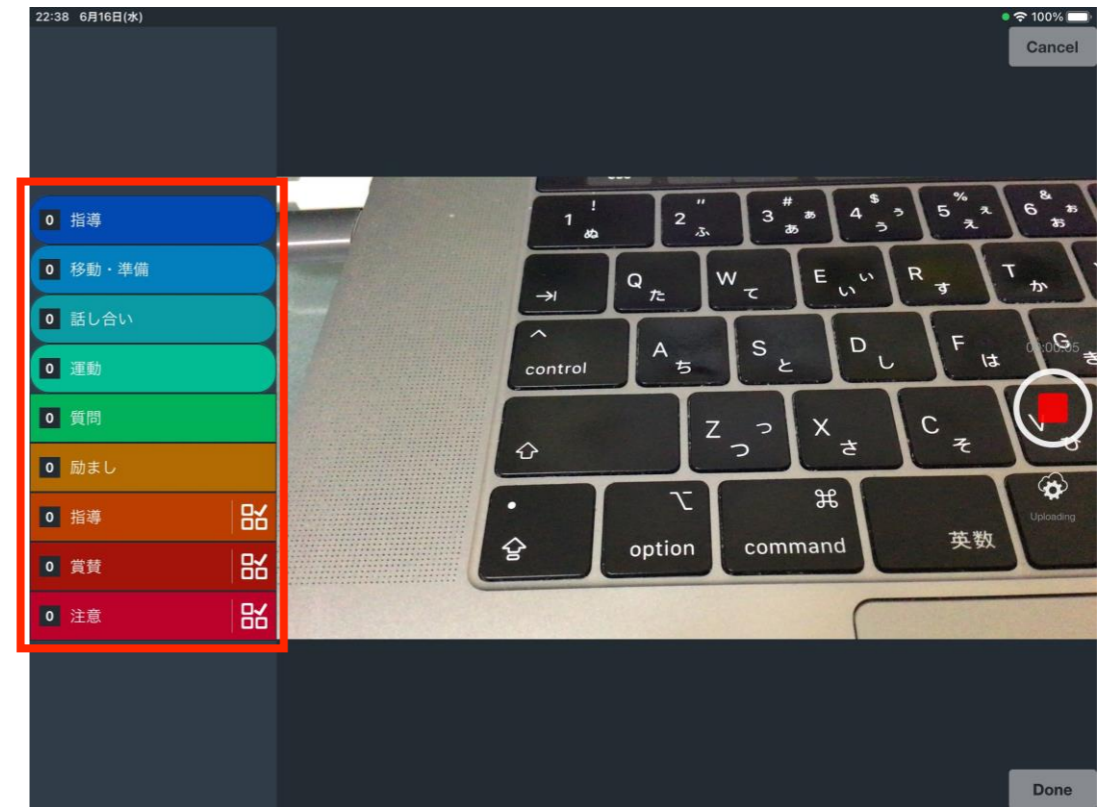


- ⑤ Name the file, select the form you want to use, and tap “Continue”.

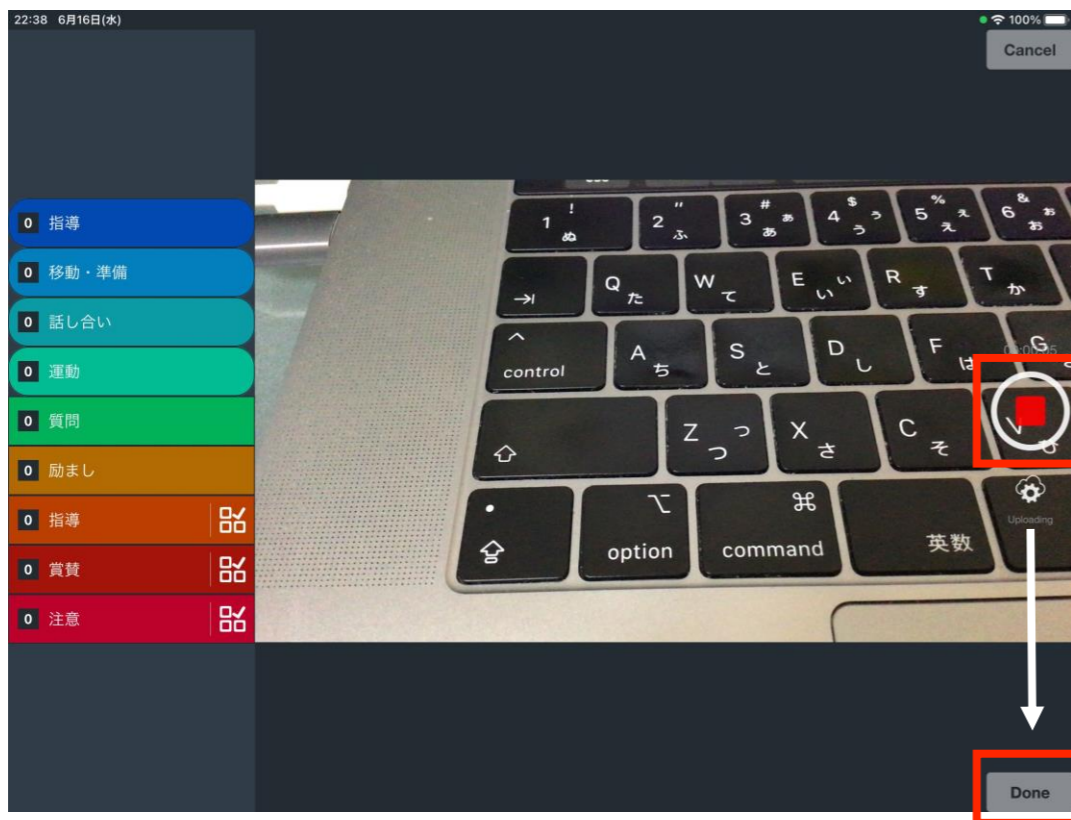
3. Start and end recording



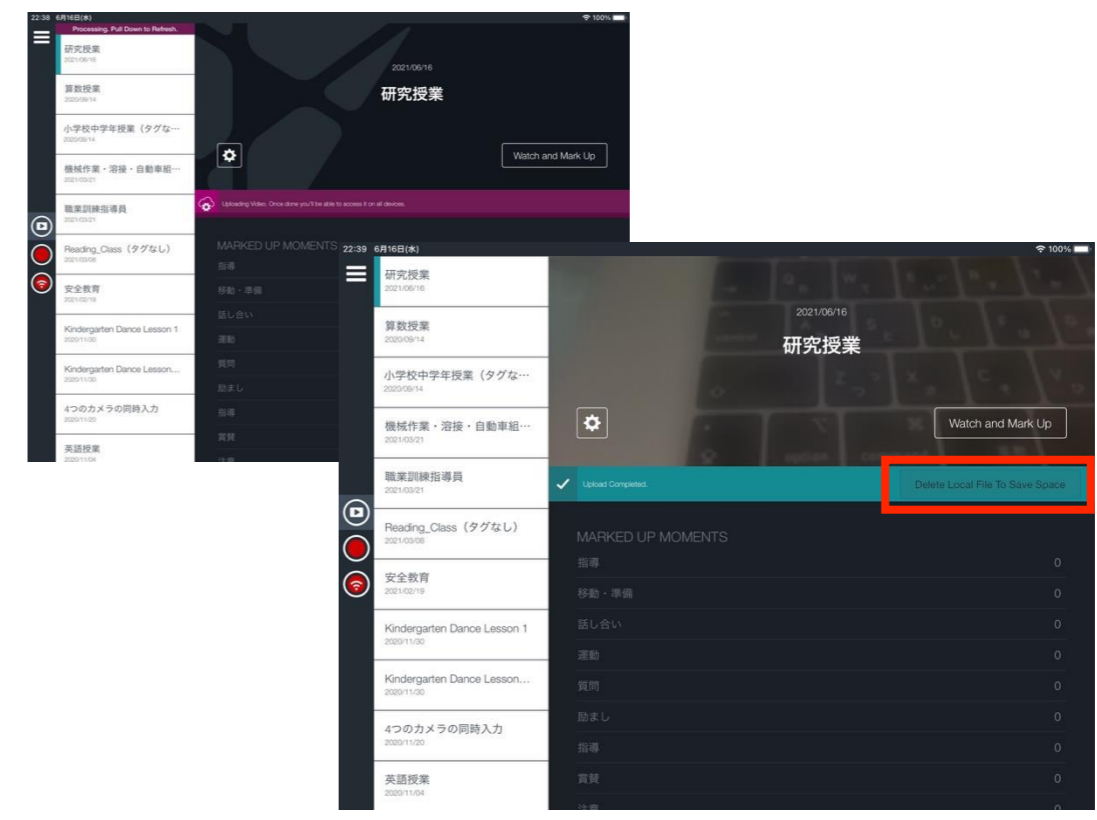
⑥ When the camera image appears, tap the red record button.



⑦ Tap the form buttons displayed on the left.



⑧ When finished, tap the red exit button and then tap Done.



⑨ When the purple bar turns green, the upload & conversion is completed. Tap "Delete Local" to delete the video from your iPad.

The logo consists of four overlapping triangles in shades of blue, purple, and teal, arranged in a larger triangular shape.

vosaic™ Multi-user guide

This guide provides an example of how to use a Vosaic with multiple paid users across multiple labs or research groups.

For the basic operation of Vosaic, please refer to the attached Vosaic User Guide or contact the following support.

Contact: Tachibana Tosho Kyozaï info@tachibanahajime.com

1. Vosaic account and user configuration

Vosaic account



Administrator



Admin user (Paid user)

- Minimum 5 users per account (from February 2026)
- Can be set to Administrator, Educator, Learner, and Viewer role
- At least one Administrator is required for an account.



Free user

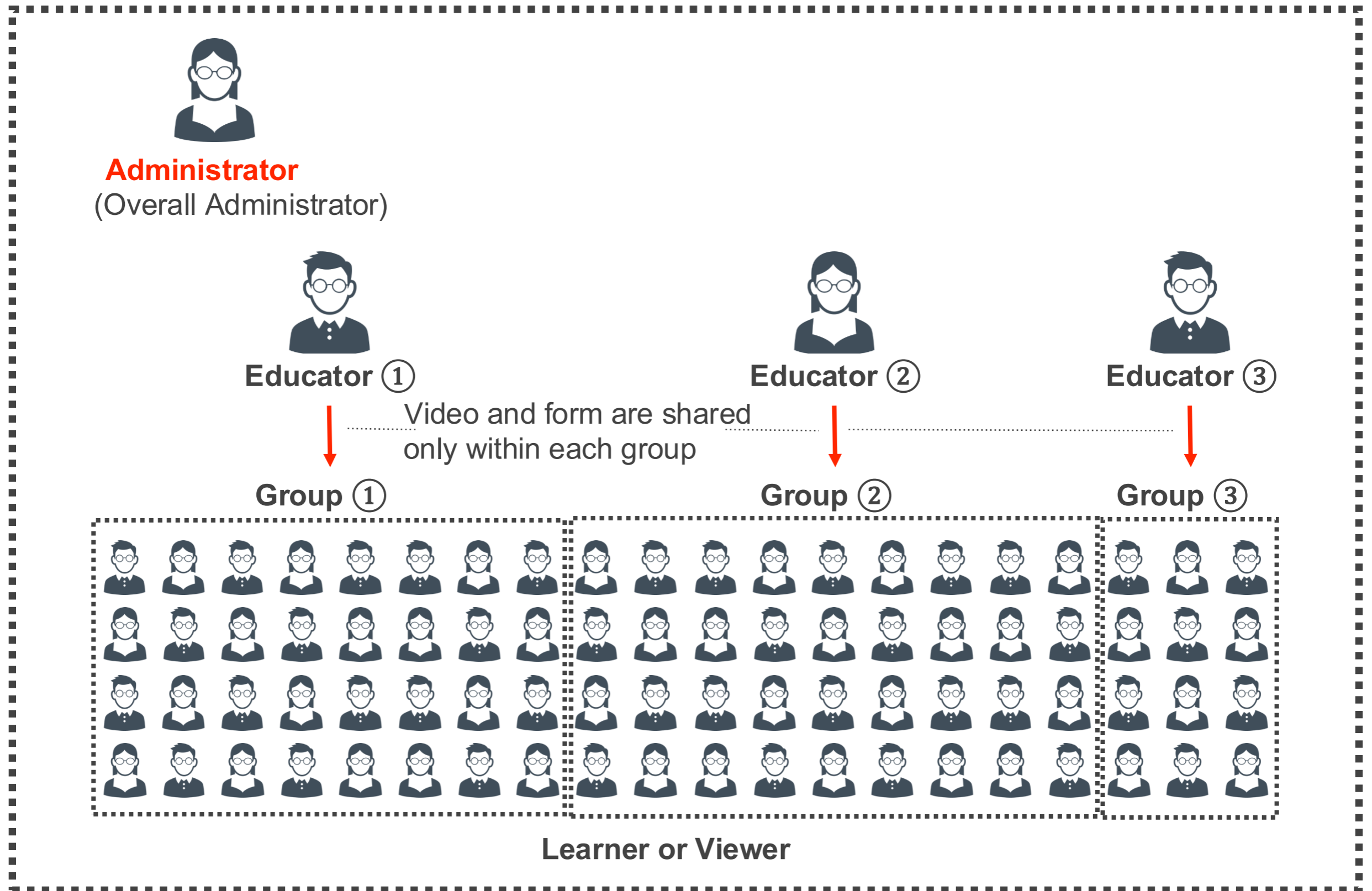
- Unlimited number of people
- Can be set only to Viewer role

500 hours of storage

2-3. Features available in different user roles

	Paid user (only for the number of people purchased)			Free (unlimited) users
Features	Administrator	Educator	Learner	Viewer
Viewing marked-up videos	○	○	○	△ (only shared videos)
Markup to the uploaded video	○	○	○	△ (only shared videos)
Using multiple forms for markup	○	○	○	△ (only shared videos)
Add a comment to a moment	○	○	○	△ (only shared videos)
Add tags to moments	○	○	○	△ (only shared videos)
Record video	○	○	○	
Upload recorded video files	○	○	○	
Markup during recording	○	○	○	
Automatic transcription transcription	○	○	○	△ (only shared videos)
Video sharing settings	○	△ (only uploaded videos)		
Export Data to a Spreadsheet (CSV)	○	○	○	△ (only shared videos)
Export Summary Report (PDF)	○	○	○	△ (only shared videos)
Create highlight videos, download videos	○	○	○	
Manage users	○	○		
Manage groups	○	○		
Manage forms	○	○		
Manage reports	○	○		
Renewal and upgrade procedures	○			
Payment procedures	○			

3. Example of utilization methods (for three laboratories)



4. The relationship between each user role and function

■ can be created and uploaded

	Administrator	Educator	Learner	Viewer
User	Can view and edit all users in the account			
Group	Can view and edit all the groups in the account	Can't see any groups created by Administrator or other Educators		
Video	Can view and edit all videos in the account	Can't see any videos uploaded by Administrator or other Educators	Can't see any videos uploaded by other users	Can see only shared videos
Form	<div style="border: 1px dashed black; padding: 10px;"> <p>You can set the following setting of form in the Privacy setting</p> <p>Private: Available only to the user and administrator who created it</p> <p>Public: Available to all users (once set to Public, it cannot be changed)</p> <p>Group: Available only to users in the specified group</p> </div>			
Reports	Can view and edit all reports in the account	Can't see report created by Administrator or other Educators		